# **Recording Online Instruction in Harford County Public Schools**

Student interns are allowed to record for specific, assigned University purposes and standardized assessments such as the edTPA.  The specific steps required to gain permission to record for these narrow purposes are explained in the intern orientation materials:

* Interns were required to view the [Audio and Video Recording in Harford County Public Schools PowerPoint](https://www.hcps.org/departments/humanresources/docs/sto/Student_Audio_and_Video_Recording.pptx) as part of their intern orientation.
* They also submitted [the sign-off sheet](https://www.hcps.org/departments/humanresources/docs/sto/Video_Recording_Agreement_Form.pdf) regarding HCPS recording policies.

## **Recording Online Instruction**

Interns must ask their mentor teachers to record through Power Point rather than the record feature of Microsoft Teams. HCPS has provided instructions for recording through PowerPoint. (See [link](https://cpb-us-w2.wpmucdn.com/wp.towson.edu/dist/e/299/files/2020/09/HCPS_Recording_in_PowerPoint.pdf) for screenshots.)

1. The HCPS host teacher will use the full/app version of PowerPoint to record their screen using the screen record option.
2. Once recording is complete, the HCPS host teacher will export the recording to a video/mp4 and save the file to their OneDrive.
3. The HCPS host teacher will share the file from their OneDrive to the intern's university email address.

*\*Due to student privacy concerns, do not record within Teams. Using PowerPoint to record attends to the student privacy concerns.*

Alternatively, interns can record their own screens using the full/app version of PowerPoint. (See [link](https://cpb-us-w2.wpmucdn.com/wp.towson.edu/dist/e/299/files/2020/09/HCPS_Recording_in_PowerPoint.pdf) for screenshots that show how to do this.)

## **Permission Forms for 2020-2021**

Towson University has a recording permission form that has been approved by our legal department and by Harford County Public Schools. This form should be used for **any** recording assignments (including edTPA).

We have [digitized this form](https://towson.az1.qualtrics.com/jfe/form/SV_2t5C6HEXrbXWZKt) so that it can be distributed and completed more easily. We have one central copy of this form in Qualtrics so that we will have a record of all families’ responses in one place. Please do not make a copy of the form.

If you have students who need to video or audio record in HCPS:

1. To distribute the form to families, interns should use the email template on the following page, adding the appropriate information where indicated. (Interns should follow their mentor teacher’s instructions about how to send out the message to families and should be sure to CC the mentor teacher on all communication.)
2. Interns should receive an email each time a family completes the form.
3. The edTPA Coordinator will produce PDF copies of each completed form. The intern must share these completed forms with the mentor teacher to print and store at the school.
4. If a family indicates that their child cannot be recorded, or the family does not complete the form, that child should not be included in the recording or have work samples used for university assignments or edTPA. Interns will need to work with their mentor teacher to determine a plan for the students who cannot be recorded. They may be able to hold a separate session for each group or create breakout groups with the help of the mentor teacher. (Remember, only full-time interns in HCPS are allowed to conduct a breakout session.)

## **Email Template**

Dear Families,

I hope you are doing well. I am a teacher intern from Towson University who will be working with [mentor teacher name] this semester. I am excited to be completing my teacher preparation program in your child’s class.

As part of my program, I am required to make digital recordings of lessons that I teach and to collect samples of student work. My university has worked closely with the school district to develop procedures for doing this. Please read the letter at the following link, then complete and sign the brief permission form. (You will be able to indicate whether you give permission or deny permission when you sign.)

[Student Release Form](https://towson.az1.qualtrics.com/jfe/form/SV_2t5C6HEXrbXWZKt) (You can also copy and paste the URL in your browser: https://towson.az1.qualtrics.com/jfe/form/SV\_2t5C6HEXrbXWZKt)

You will be asked to enter the following information when you complete the form:

School: [provide name for families to copy/paste]

Grade:

Teacher Name: [provide name for families to copy/paste]

TU Teacher Intern Name: [provide name for families to copy/paste]

Please let me know if you have any questions, and thank you for your support!

Sincerely,

[Teacher Intern Name]