

**Memorandum of Agreement between
The Greenfield Education Association
and the Greenfield School Committee**

**Greenfield Public Schools
Remote Learning Plan Addendum for Google Meet and Content Standards**

The Greenfield School Committee (GSC) and the Greenfield Education Association (GEA) hereby agree to amend the relevant portions of the “Remote Learning Memorandum of Agreement” dated 4.14.20 as follows:

- 1) In keeping with the Commissioner’s updated guidance, educators may instruct students using content standards as outlined in the DESE guidance dated April 27, including:
 - a) a focus on teaching the content standards most critical for student success in the next grade level, and
 - b) Moving all students towards successful engagement in remote learning, with a focus on addressing fundamental needs.
- 2) The Greenfield Public School District adopts Google Meet as the district-supported platform that Unit A and Unit C educators utilize to provide live instruction and social-emotional learning opportunities, to the best of their abilities and comfort (in addition to previously approved platforms specified in the RLP including doxy.me);
- 3) Google Meet is the exclusive platform supported by the district for live instruction or videoconferencing, other than 1:1 services provided through doxy.me;
- 4) Unit C will be allowed to support Unit A educators in their use of Google Meet, but will only do so under the direction of Unit A staff. Examples include:
 - a) assisting teachers with the scheduling of Google Meet sessions,
 - b) participating in Google Meet sessions with teachers in order to provide inclusion support for identified special education or Section 504 students, or
 - c) participating in Google Meet sessions with teachers in order to provide continuity of education for all students including English Language Learners,
 - d) for Kindergarten IAs, helping teachers working with Kindergarten students;
- 5) GSC and GEA agree that for Unit A members, the use of Google Meet is not a requirement, and that no Unit A or Unit C educator shall be so required.
- 6) Inability to utilize video conferencing/learning does not relieve Unit A and Unit C educators of their obligations to fulfill their work responsibilities and respond to directives

from their supervisor/Principal. Educators who are not utilizing Google Meet are expected to find meaningful alternatives as approved by their Supervisor/Principal and as consistent with the activities outlined in the Remote Learning Plan in order to provide instruction.

- 7) Educators who meet for extracurricular clubs, conduct advisories or socialization activities like morning meeting if they do not include curricular content, hold office hours; and/or coaches during an approved athletic season may use Google Meet but are not required to capture recordings of such, provided that the Principal /administrator has full access to all remote sessions.
- 8) Any educator who uses Google Meet to provide live instruction, for curricular content that is not covered elsewhere, is recommended to also provide a recorded version of the session via Google Classroom to those students who are unable to participate in the live session and/or for student review purposes, and to be particularly mindful of access for those students who are unable to participate during live sessions due to family, work, or medical reasons. If new content is covered, the educator must provide an alternate way of learning the material asynchronously;
- 9) Any recordings or still images of Google Meet must not include any students' image, voice, or name for privacy purposes;
- 10) The District will provide additional training as requested by educators, and
- 11) The District will distribute and enforce the Greenfield Public Schools Digital Use Statement on Virtual Learning.

Greenfield Public Schools Digital Use Statement on Remote and Virtual Learning

As part of the remote learning model, GPS shall offer educational opportunities in many modes, including the virtual platform, Google Meet. Many virtual learning platforms have the capability to capture video and sound within range of your child's computer camera and/or microphone. Prior to engaging in virtual learning, GPS wishes to clarify expectations around appropriate use of virtual technology for educational purposes as follows:

- 1) Participation and access to virtual meetings and classes is limited solely to students who are enrolled in the class unless otherwise allowed by the teacher. Students and/or their parents/guardians shall not share links or other access information with anyone who is not enrolled in the class.
- 2) Students should make every effort to engage in virtual meetings and classes in a quiet, private area in order to minimize background noise and distractions.
- 3) GPS strictly prohibits students and families to take screenshots, pictures, audio/video recording and distribution of any virtual meeting or class in order to protect student privacy, proactively prevent potential cyberbullying, prevent the distribution of copyrighted materials, and comply with Massachusetts law, which makes it illegal to audio record another person without his/her knowledge.
- 4) Students and employees are required to adhere to all GPS policies while participating in virtual meetings and classes including, but not limited to, its Acceptable Network Use Policy (Policy IJNDB), Anti-Bullying Policy (Policy JICFB) and Student-to-Student Harassment Policy (Policy JBA), with the stated consequences to be administered for noncompliance with those policies.
- 5) The Greenfield Public Schools and its employees will be held harmless, for any video, audio and digital/online content used for instructional and enrichment activities ("Remote Learning") that is in any way altered, manipulated, reposted, or reused by a student, a parent/guardian, or someone with whom a student or parent/guardian shared said content with after its original posting on a District approved platform for Remote Learning, from any and all claims or actions, in any way related to said Remote Learning.
- 6) GPS recognizes that during this period of virtual teaching and learning many staff will be learning and experimenting with how to effectively provide quality instruction and support to our students. Our goal is to foster an environment in which students and staff feel safe and supported as they attempt to navigate how best to engage in virtual teaching and learning.
- 7) The student's participation in Remote Learning activities indicates acceptance of the above terms.