Online Session Recording Policy

HCOS considers the privacy and protection of student information of utmost importance. We also hold the value of community and relationship between students and teachers to be paramount. In an online learning environment this is achieved primarily through the use of technology including, but not limited to videoconferencing platforms such as Zoom.

Due to family schedules, illness and other reasons not listed, students are not always able to attend a planned event. In an effort to encourage community and relationship we endeavor to allow students to participate after the event by watching a recording of the session. To maintain consistency across programs, the following policy applies to all synchronous (Zoom) sessions:

1. Recording Guidelines

- Standard Practice for all Innovations Synchronous Courses:
  Weekly synchronous classes will not be recorded. Attendance is a core expectation, and students unable to attend must connect with their teacher to review missed material.

- Exceptions:
  In rare cases (e.g., schoolwide events, guest speakers, or parent information sessions), recordings may be permitted if:
    - ALL parents/guardians have completed the Online Recording Consent Form. Non-Consent Cases: Students whose families decline consent cannot appear in recordings. Teachers must find workarounds, or the student cannot join live sessions.

OR if the

- Teacher records only the instructional portion of the session or edits out the content prior to sharing the link.

AND the following conditions are met:

- The recording is uploaded only to approved platforms (restricted Google Drive).
- The link is shared only with enrolled students/families and never made public.
- The recordings are deleted at the end of the school year.

2. Student Expectations

- Students are expected to:
    - Attend all scheduled synchronous sessions.
    - Communicate with teachers about unavoidable absences.

    - Stay on pace with course assignments and assessments.
    - Participate actively in live sessions with camera on and appropriate use of microphone/chat, unless special accommodations are arranged.
    - Demonstrate respectful behaviour, language, and attire during sessions.

3. Teacher Expectations

- Teachers will:
    - Provide clear schedules for synchronous sessions.
    - Host live sessions with video and audio on.
    - Not record weekly classes, except in approved exceptions.
    - Provide alternatives (e.g., posted resources, 1:1 office hours) for students who miss sessions.
    - Ensure any approved recordings are securely stored and access-limited.

4. Privacy Commitment

- HCOS will not allow recordings to be made available publicly or shared outside the enrolled class community.
- Students without recording consent from their parents will never be included in a recording.
- Alternatives will always be sought to balance community engagement with privacy protections.

Revision #12
Created 5 October 2020 17:13:28 by Jeremy Tjosvold
Updated 13 January 2026 18:28:56 by Ryah Bagshaw