



**Burbank Unified School District**  
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**Board of Education**

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**Superintendent**

Matt Hill, Ed.D.

April 3, 2020

Dear Parents and Guardians:

As we prepare to start distance learning on Monday, April 6<sup>th</sup> we have received some inquiries, so we are sharing the following tips and reminders.

Distance learning is instruction in which the student and instructor are in different locations. Distance learning is being defined by the State of California to include video or audio instruction in which the primary mode of communication between the student and instructor is online interaction, instructional television, video, tele-courses or conferences, or other instruction that relies on computer, virtual or communications technologies. It may also include the use of printed materials incorporating assignments that are the subject of written or oral feedback.

The aim of distance learning is to allow educators and providers, in collaboration with the District, to provide ongoing instruction and high-quality educational opportunities. Distance learning is going to look different from classroom to classroom and is going to evolve as we implement this new model. We look forward to working with you, but please be patient as we transition to this new model.

The use of technology for the provision of educational opportunities through distance learning may result in the creation of pupil records not in the District's control as well as student-generated content and may result in the unintended revelation of personally identifiable student information beyond the District's control. It is important that you take a moment to review the terms surrounding digital privacy as each platform may give you options that require a selection.

For example, some digital platforms give you the option of sharing certain personal information, or request access to your device's camera/microphone. Please be mindful of the privacy of your student and your family, your student's classmates and teachers and their families, and limit the sharing of information to a minimum. We acknowledge that many technology platforms maintain data shared on their platforms and want to provide you notice of the same. We expect these companies will act consistently with common standards of student privacy used when providing educational services. We will make our best efforts to ensure that the collection and use of any student data is limited to educational purposes only and will seek to prevent the unauthorized release of student information or use of student data for marketing purposes.

In addition, we remind all students and parents to respect the privacy of everyone involved and that no one may record any instruction or education session without the prior written consent of the teacher and principal (Education Code section 51512).

## **Some Tips for Distance Learning:**

A Simple Guide to Learning at Home:

[https://drive.google.com/file/d/1sQ\\_QUmFwi-1j-bTZD3c2nXhEHR-HIH-n/view](https://drive.google.com/file/d/1sQ_QUmFwi-1j-bTZD3c2nXhEHR-HIH-n/view)

Sample Elementary School Schedule:

[https://drive.google.com/file/d/1WIRGKZ2\\_Tsu1nWPDyryBEfs\\_q4IJOzlk/view](https://drive.google.com/file/d/1WIRGKZ2_Tsu1nWPDyryBEfs_q4IJOzlk/view)

Sample Middle School Schedule:

[https://drive.google.com/file/d/1PLFHjbQtwTEJmOzX5sPGcASCbt\\_IK2fu/view](https://drive.google.com/file/d/1PLFHjbQtwTEJmOzX5sPGcASCbt_IK2fu/view)

Sample High School Schedule:

<https://drive.google.com/file/d/1FQ-VJn8lfE9IVJAddUXXze6M7FzNeGnT/view>

Parent Resources (Wide Open School):

<https://wideopenschool.org/>

Take care,

A handwritten signature in black ink that reads "Matt Hill". The signature is written in a cursive, flowing style.

Matt Hill, Ed.D.  
Superintendent  
Burbank Unified School District