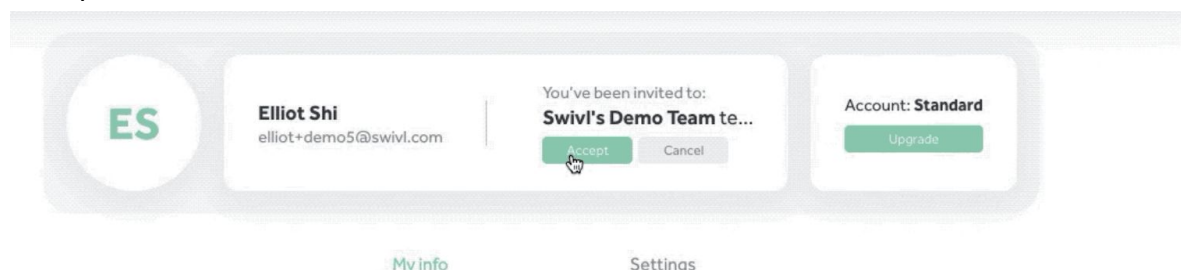


Swivl Robot Information and Guidance

Sweetwater #1 is excited to announce that the Swivl Robots were distributed to staff throughout the week of September 14, 2020. The implementation of these devices has opened up many opportunities for our staff and students.

Swivl robots work in conjunction with iPads in order to live stream as well as record lessons and classroom activities. As we have rolled out these devices, the impact to our Classroom-Based Virtual (CBV) students has been wonderful. Feedback from the students includes them saying they have a much better understanding of what is happening in the classroom as opposed to before we had the Swivls. The Swivl rotates a full 360 degrees to follow the teacher around the room as they provide instruction. There are two platforms that can be used to record lessons or live stream and record simultaneously.

The District purchased **Swivl Team Pro** accounts for all district teachers. Staff have been uploaded into the program. In order to activate your Pro account, you will need to sign in at <http://swivl.com> with your District Google credentials. Make sure to do this from a browser rather than the app on the iPad. When you sign in, a message will appear similar to the one below at the top of the screen.



Click Accept to join the team and gain access to all of the Pro features including: Screen Capture, Merging, Direct Sharing, Embedding, and so much more.

(<https://swivl.zendesk.com/hc/en-us/articles/360002218494-Which-type-of-Swivl-account-is-best-for-you->)

1. **Swivl Cloud (app on the iPad)** - this platform can be used to record lessons or messages in advance to share with students, parents, and the community. Recorded videos will be loaded into Swivl Cloud at <http://swivl.com> This is not a viable option for live streaming.
2. **Swivl Teams (sign in through browser)** - Screen Recording can be used to record live streams for instruction by signing into your Swivl Teams account at <http://swivl.com> - from there you can follow the steps below. You will use this with Google Meets to record live streams. There is unlimited storage for your Swivl Pro accounts and you will have the ability to edit videos after recording them as well as embed the videos to Canvas and share a weblink you can later disable through Google Classroom.
 - a. Sign into your Swivl account with your Google credentials
 - b. Click on Library on the left side of the screen

- c. Click on Add New Project
 - d. Toggle Record Video in the bottom left
 - e. Change your video source to the Screen Capture
 - f. Change your audio source to Swivl Audio Input...
 - g. Allow the Swivl to use your microphone/audio/etc. As the notifications pop up on the computer
 - h. Select your entire screen and click Share (you may need to do this twice)
 - i. Start Recording (Whatever your screen is displaying will be recorded, so you may need to pin your iPad view in the Google Meet.)
3. **Google Meet** - this platform will be used to live stream lessons for students participating in CBV and record the lessons at the same time. Recorded lessons will be automatically uploaded to the staff's Google Drive which can then be shared with students through Google Classroom or Canvas. There are issues with making sure Google is recording what you intend it to record, so Swivl recommends the screen capture option through the Teams platform. If you choose to use Google Meet, you will need to present your entire screen in the meeting and pin the iPad display so that is the primary focus captured by the recording.

Frequently Asked Questions

- Do I have to use the Swivl Robot?
 - Yes - staff are required to use this powerful tool for instruction.
- I'm not sure how to set up my camera to make the best use of my room and instruction.
 - Open a help desk ticket and a technology specialist or technology rock star teacher will be able to come and assist you.
- How long do the Swivl videos take to upload after recording them?
 - On the district network, it is very quick - only a few minutes.
- What if Google Meet isn't showing in my Swivl App on my iPad?
 - Double-check your USB connection between the robot and the computer.
- Are teachers required to record the entire class day?
 - No. Teachers are not required to record the entire day. It is critical that they record instruction being given.
- Are there students we are not allowed to record?
 - No. When recording for instruction and educational purposes, parents do not have to sign a waiver. In order to access videos, students/staff must use their district provided credentials.
- If I do not have students participating in CBV, do I still have to record direct instruction?
 - Yes. It is a good idea to have instruction recorded. This provides opportunities not available to staff and students previously. Videos can be reviewed by students who may need a reminder of what was covered. They can also be used by students who were absent from class. Finally, the Swivl gives staff the chance to review lessons, how they were taught, and changes they may or may not want to make in the future.
- Can a recorded lesson be used for disciplinary purposes?

- For staff or students who do not follow District policies, videos could be used as evidence during investigations.
- May I upload recordings to social media?
 - For messages and general information, it is fine to share videos to social media. Do not include students or proprietary information in sites open to the public.
- What about copyright laws regarding music?
 - We cannot upload content to social media that includes music or other copyrighted content. There is the potential for the district to be sued for violation of copyright or licensing. YouTube will scan videos for potential violations and remove them, and bigger consequences may follow.
- Are we required to video record Counseling and Social Work individual and group sessions?
 - No. If it is an individual session or a group session focusing on issues that may be confidential to a student or a group of students, we do not record. This can violate trust and may breach confidentiality by disclosing personally identifiable information ("PII").
 - Yes. If you are working on the adopted social skills curriculum with an individual class. This can be a resource to students and/or teachers who need a reteach or repetition of instruction in certain skill areas.
- Is it a FERPA violation to record virtual lessons?

(<https://www.jdsupra.com/legalnews/u-s-department-of-education-clarifies-41746/#:~:text=April%206%2C%202020-.U.S.%20Department%20of%20Education%20Clarifies%20That%20Video%20Recording%20Virtual%20Lessons,the%20Age%20of%20Virtual%20Learning>)

U.S. Department of Education Clarifies That Video Recording Virtual Lessons and Making Them Available to Students Does Not Violate FERPA

Can teachers video record virtual classes and share the recording to students who were unable to attend the class?

The DOE has now answered the \$100,000 question: yes, it is permissible under FERPA to record classes and share the recording of the virtual class to students who were unable to attend. The teacher must take care not to disclose personally identifiable information ("PII") from student education records during a virtual lesson unless written permission has been provided to do so.

Video recordings of virtual classroom lessons only qualify as "education records" under FERPA if they directly relate to a student and are maintained by an educational agency or institution or by a party acting on their behalf. A recording of a whole class lesson should not generally be considered an education record for a specific student and should not be maintained in a specific student's records. If, however, the recording is maintained in a specific student's record (perhaps, for example, as a record of

misconduct engaged by the student during the virtual class) then it would become a protected education record.

When video recording, the record should only be shared through a system that is accessible to the class members. For example, the recording could be saved through Google Classroom to a specific class. The recording should not be made public.