

Board

Remote Instruction

Overview

Eastern Suffolk BOCES may offer remote instruction to students at certain times including, but not limited to, independent study, enrichment courses, and in the event of an emergency condition, including, but not limited to, extraordinary adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of an ESBOCES building, or a communicable disease outbreak.

In the event ESBOCES remains in session and provides remote instruction when it would otherwise close due to an emergency condition, the remote instruction provided by ESBOCES will be consistent with the ESBOCES emergency remote instruction plan, located in the District-Wide Safety Plan.

When making decisions about remote instruction, ESBOCES will consult with students, parents/persons in parental relation, teachers, administrators, community members, and other stakeholders as appropriate. When implementing remote instruction, ESBOCES will ensure that it is complying with applicable teaching and learning requirements.

Definitions

Asynchronous instruction means instruction where students engage in learning without the direct presence (remote or in-person) of a teacher.

Non-digital and/or audio-based instruction means instruction accessed synchronously and/or asynchronously through paper-based materials where the student to teacher interaction occurs via telephone or other audio platforms.

Remote instruction means instruction provided by an appropriately certified teacher who is not in the same in-person physical location as the student(s) receiving the instruction, where there is regular and substantive daily interaction between the student and teacher.

1. Remote instruction will encompass synchronous instruction provided through digital video-based technology and may also include asynchronous instruction intended to complement synchronous instruction. Digital video-based technology includes online technology and videoconferencing technology.
2. Remote instruction may encompass non-digital and audio-based asynchronous and/or synchronous instruction where this instruction is more appropriate for a student's educational needs.

Synchronous instruction means instruction where students engage in learning in the direct presence (remote or in-person) of a teacher in real time.

Formats and Methods of Remote Instruction

Remote instruction may be delivered through a variety of formats and methods. Determinations about how to best deliver remote instruction will take into account a variety of factors, including, but not limited to, the number of students involved, the subject matter, the students' grade levels, and technological resources of both ESBOCES and students. Consideration will also be given to whether accommodations need to be made for students with disabilities or English language learners.

Remote Instruction During an Emergency Condition

Emergency Remote Instruction Plan

The District-Wide Safety Plan will include plans for the provision of remote instruction during any emergency closure. The emergency remote instruction plan will include:

1. policies and procedures to ensure computing devices will be made available to students or other means by which students will participate in synchronous instruction and policies and procedures to ensure students receiving remote instruction under emergency conditions will access Internet connectivity. The District Superintendent will survey students and parents and persons in parental relation to obtain information on student access to computing devices and access to Internet connectivity to inform the emergency remote instruction plan;
2. expectations for ESBOCES staff as to the proportion of time spent in synchronous and asynchronous instruction of students on days of remote instruction under emergency conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction;
3. a description of how instruction will occur for those students for whom remote instruction by digital technology is not available or appropriate; and
4. a description of how special education and related services will be provided to students with disabilities in accordance with their individualized education programs to ensure the continued provision of a free appropriate public education.

Reporting of Computer and Connectivity Survey Results

No later than June 30 of each school year, the District Superintendent will report to the Commissioner of Education the results of the survey on student access to computing devices and access to Internet connectivity on a form and format prescribed by the Commissioner.

Remote Instruction Support

As necessary, ESBOCES will provide instruction on using remote instruction technology and IT support for students, teachers, and families. ESBOCES will also work to ensure that teachers and administrators are provided with professional development opportunities related to designing an effective remote instruction experience.

Compliance with ESBOCES Policies, Procedures, and the Code of Conduct

Teachers and students are required to comply with any and all applicable ESBOCES policies, procedures, and other related documents as they normally would for in-person instruction. Examples include, but are not limited to, the ESBOCES policies and procedures on non-discrimination and anti-harassment, acceptable use, and copyright. Students will also be required

to abide by the rules contained within the Code of Conduct at all times while engaged in remote instruction. Violations of the Code of Conduct and/or engaging in prohibited conduct may result in disciplinary action as warranted.

Privacy and Security of Student and Teacher Data

ESBOCES will take measures to protect the personally identifiable information of students and teachers from unauthorized disclosure or access when using remote instruction technologies in compliance with law, regulation, and ESBOCES policy. Examples of these measures include, but are not limited to, minimizing the amount of data shared to only that which is necessary, deidentifying data, and using encryption or an equivalent technical control that renders personally identifiable information unusable, unreadable, or indecipherable to unauthorized persons when transmitted electronically.

References:

- 8 NYCRR Sections 100.1, 100.5, 155.17, and 175.5
- Board Policy 4534 – Safety Plans

First Adopted: 7/15/2025