Intradistrict Communication

DATE: Thursday, October 15, 2020

TO: All Principals
                 All District Department Heads and Directors

FROM: Shelley Nordick, Ph.D., Administrator of Teaching and Learning
                 Ben Jameson, Director of Evaluation, Research and Accountability
                 Kurt Prusse, Director of Purchasing
                 Michael Heaps, Director of Information Systems

SUBJECT: Student Data Privacy Updates and Reminders

Principals are asked to read and then communicate the following information to their faculty.

We cannot buy or use websites, apps, or software without checking into how they collect, manage, and use student data. If we do, we run the risk of breaking state and federal laws. Because of this, we are asking that all purchases related to website subscriptions, apps, or software go through Purchasing. This includes purchases made with teacher money and p-cards.

We cannot let children under 13 use websites or apps that collect their data without parent notification. This can be done in disclosure documents, emails to parents or other means of communication. Some websites, software, and apps do not allow children under 13 to use their services even with parent permission. These are prohibited by the district for grades K-7. Some websites, software, and apps do not allow children under 18 to use their services. These are prohibited by the district for all students.

Current processes for purchasing websites, apps, and software: 2020-2021

- The school submits the requisition for the purchase of an app or program to Purchasing.
- Website, app, or software is vetted for student data privacy.
- Purchasing will send the district's data privacy agreement (DPA) to the vendor to sign if needed.
- Once the vendor signs the DPA, the purchasing process is completed.
- If a vendor chooses not to sign or does not respond, the purchase of the app or program is halted and Information Systems is asked to block the website or application. There are currently two apps that have been blocked because of student data privacy reasons:
  - Quizlet
  - Beano

At a later date, Evaluation, Research & Accountability will be contacting digital teaching and learning coaches at each building in order to train them on vetting apps and programs. In addition, together with Teaching & Learning, we are working to develop an interactive website where schools and teachers may go to see what apps and programs have been approved and denied.

Please email the district student data privacy managers if you have any questions.
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