Student Data Privacy

Libbi Garrett

Resource Program Specialist

CA IT in Education

Gretchen Shipley

Managing Partner

Fagen, Friedman, & Fulfrost (F3) Law

Welcome

Roni Jones

Assistant Director, System of Support

CCEE

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Platform Norms: Q & A

Ask questions at any time via Q&A

Keep comments on Q&A friendly

Need tech help?

Request via Q&A!

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CCEE Partnership with CITE

Partnering with educational leaders to identify tools, videos, courses, and other resources to learn from each other to accelerate learning for our students, while advancing equity and addressing the whole child.

Join us in *Leading Forward* in 2021!

#LeadingForward2021

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Session Feedback

- Please complete the Feedback Survey for this session. Your input is valuable to us as we schedule additional courses to support educators across California.

- Survey Link: tinyurl.com/CITEMarch30

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History

Student Privacy in CA

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Stakeholder Perspective

Goal

Empowering stakeholders at every level with knowledge and resources

Families & Students

Teachers & Staff

District Leadership & School Boards

Technology, Business and Education Services

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Families & Students: Privacy Priorities

Advocacy

Transparency

Do you know what data is being shared and with whom?

Legal Analysis

Understanding the governing laws

FERPA Exceptions

AB1584

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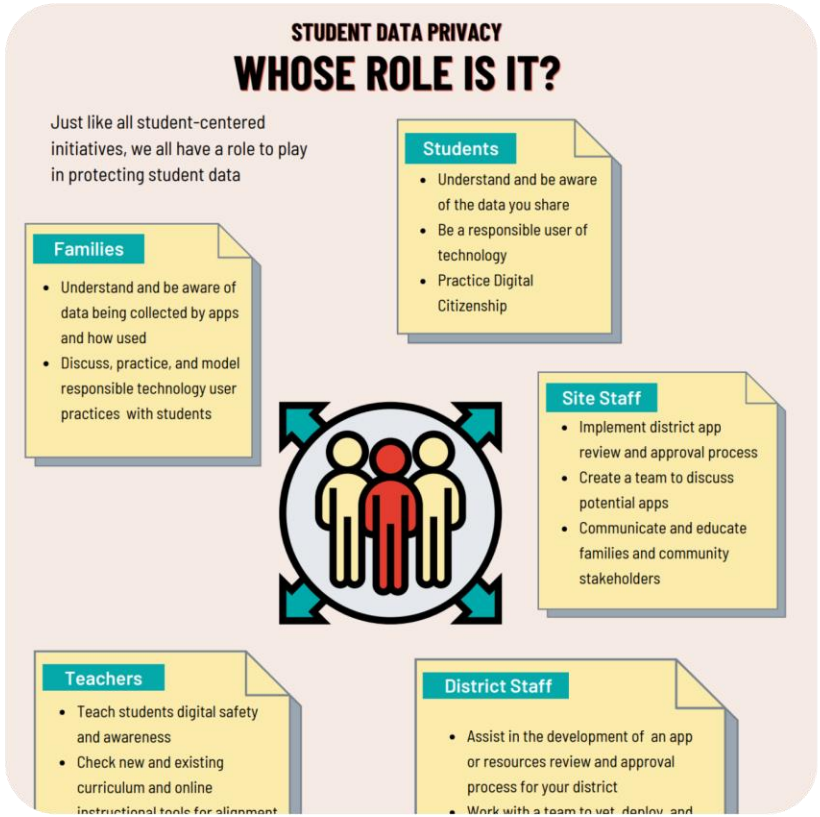
Families & Students: Resources

Whose Role Is It?



Sample Language

Sample Language for LEAs Communicating with Community and External Stakeholders

Dear Parents and Guardians,

Welcome back to [school name]! As we begin the new school year, we wanted to take this opportunity to share with you our student privacy policies and practices to demonstrate our commitment to protecting your child's personal information. You can find our school's/district's student privacy policies and procedures here [link to policies] (if applicable: and our list of approved educational technology tools here [link to list]).

Our school/district collects student data including scores on tests and assignments, report card grades, student attendance, demographics, information on special needs, graduation and remediation rates, and disciplinary actions. This data is used to [insert purposes of student data collection, use, and sharing, e.g., determine eligibility for support services, help educators and school leaders understand what factors contribute to student success, and to personalize instruction to improve achievement]. While schools and school districts have always collected student data, the creation, storage, and analysis of this information are now largely conducted digitally.

Our school/district believes that student data should be used as a tool to improve student learning and success by informing, engaging, and empowering students, parents, educators, and policymakers. We believe that limited student data should only be shared for a legitimate educational purpose and that there should be clear, publicly available rules and guidelines for how student data is collected, used, safeguarded, and destroyed.

[If applicable: Our district's student privacy policy details the strict procedures and security mechanisms in place to protect digital student data and is available for you to review here: [link to policy]. The policy ensures only authorized individuals with a legitimate educational interest can access personally identifiable information about your child to successfully fulfill their

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Teachers & Staff: Privacy Priorities

Advocacy

Empower & Encourage

Easily know which apps are safe to use

Legal Analysis

Help me, help you

FERPA and safety impacts

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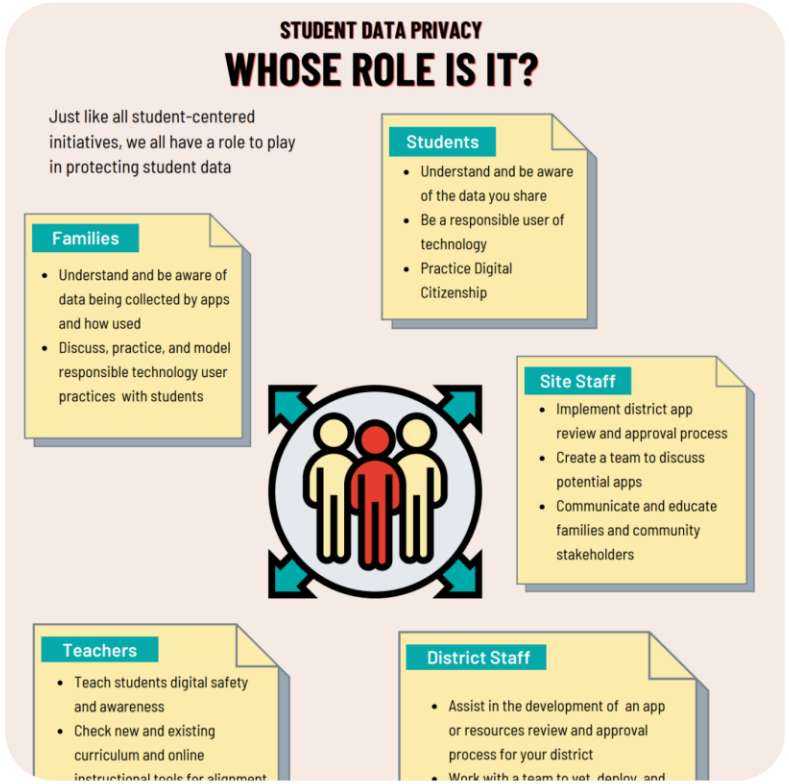
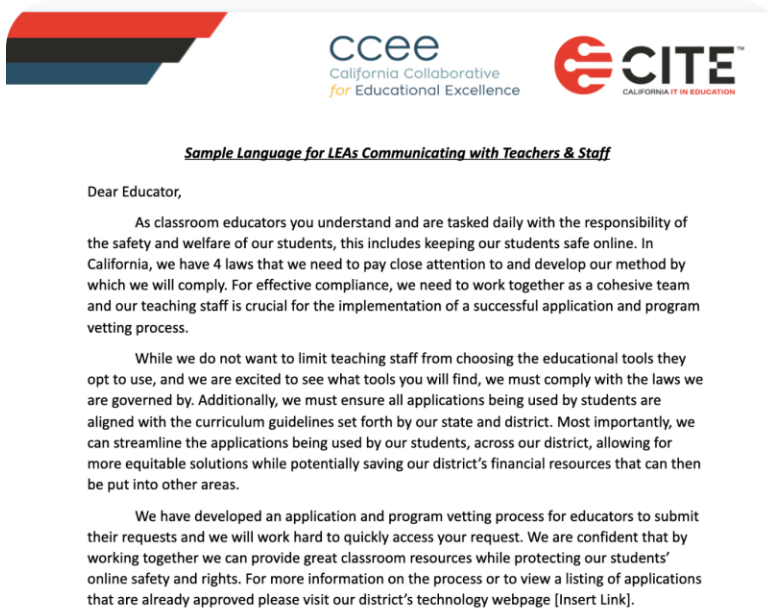
Teachers & Staff: CITE-CCEE Resources

Whose Role Is It?



Sample Language



Sample Language for LEAs Communicating with Teachers & Staff

Dear Educator,

As classroom educators you understand and are tasked daily with the responsibility of the safety and welfare of our students, this includes keeping our students safe online. In California, we have 4 laws that we need to pay close attention to and develop our method by which we will comply. For effective compliance, we need to work together as a cohesive team and our teaching staff is crucial for the implementation of a successful application and program vetting process.

While we do not want to limit teaching staff from choosing the educational tools they opt to use, and we are excited to see what tools you will find, we must comply with the laws we are governed by. Additionally, we must ensure all applications being used by students are aligned with the curriculum guidelines set forth by our state and district. Most importantly, we can streamline the applications being used by our students, across our district, allowing for more equitable solutions while potentially saving our district's financial resources that can then be put into other areas.

We have developed an application and program vetting process for educators to submit their requests and we will work hard to quickly access your request. We are confident that by working together we can provide great classroom resources while protecting our students' online safety and rights. For more information on the process or to view a listing of applications that are already approved please visit our district's technology webpage [Insert Link].

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District Leadership & School Boards: Privacy Priorities

Advocacy

Creating Process & Procedure

How to create processes and procedures to uphold student data privacy?

Legal Analysis

Vulnerability & Risk

Warnings to districts from FBI and CDE, we are vulnerable to additional risk and liability

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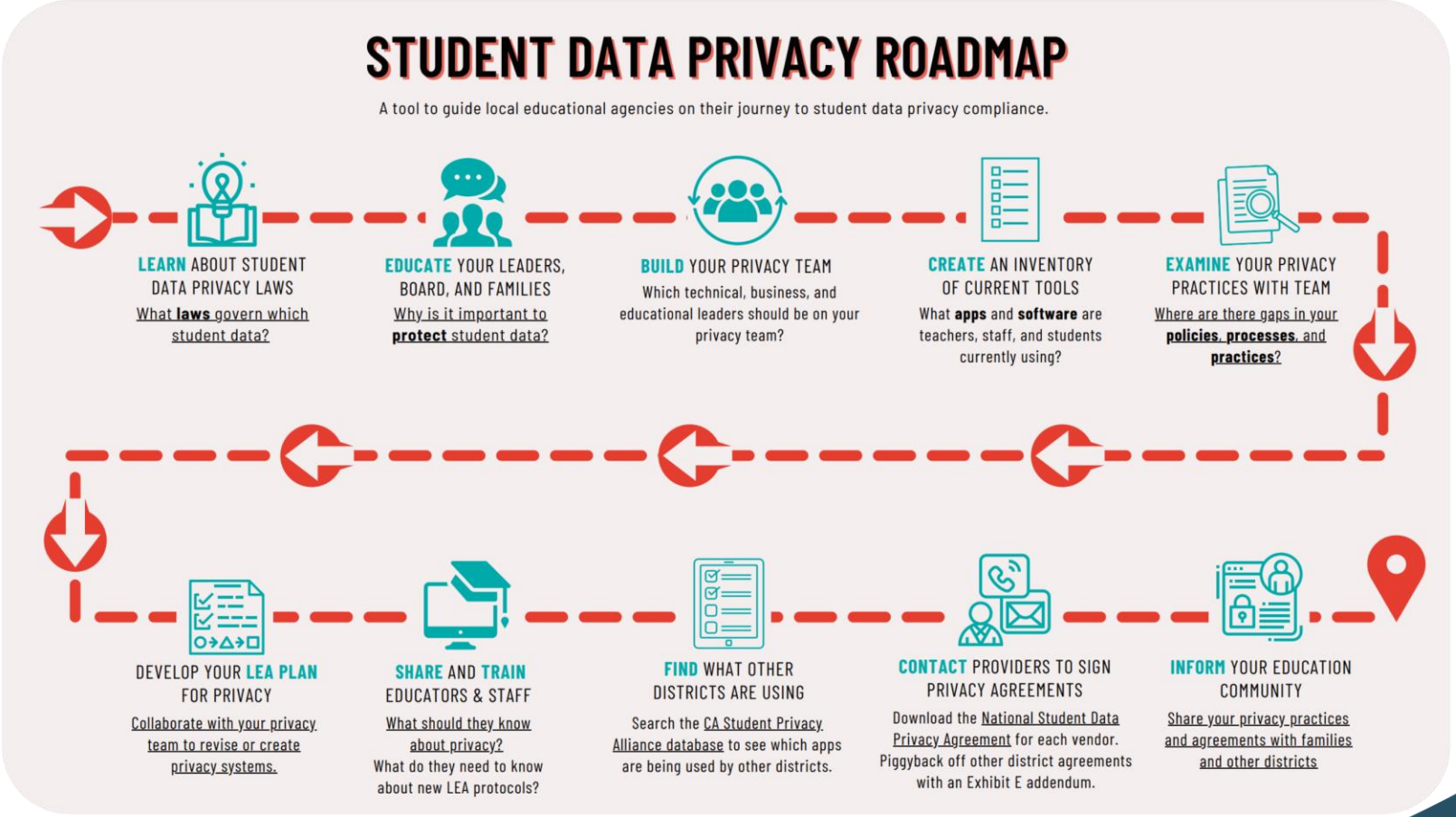
District Leadership & School Boards: Privacy Priorities

Roadmap For Student Data Privacy



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Technology, Business and Education Services: Privacy Priorities

Advocacy

Working together to design and implement a privacy process and relevant procedures

Legal Analysis

Risk & Liability

Funding, Audits, Liabilities

Procuring Safe Vendors

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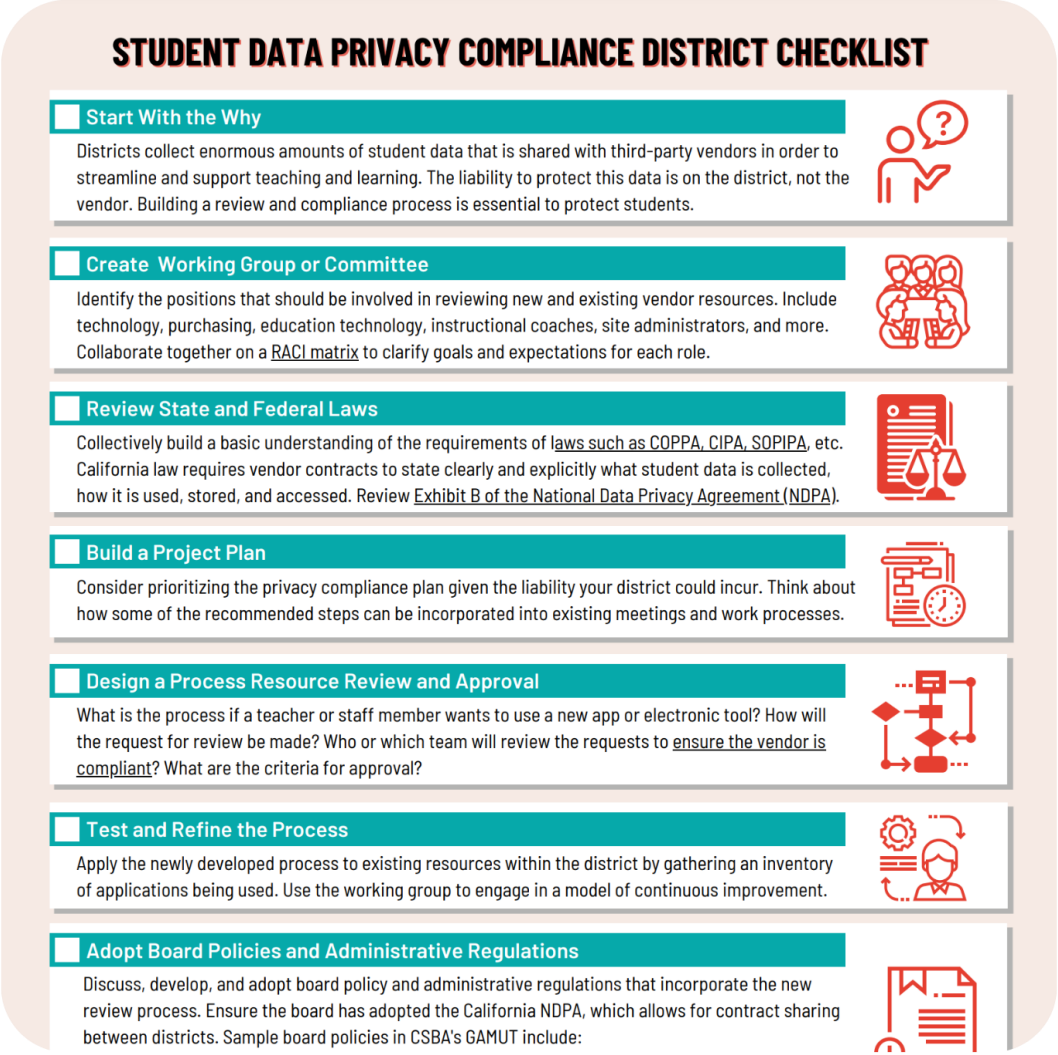
Technology, Business and Education Services: Resources

Privacy Checklist



STUDENT DATA PRIVACY COMPLIANCE DISTRICT CHECKLIST

Start With the Why

Districts collect enormous amounts of student data that is shared with third-party vendors in order to streamline and support teaching and learning. The liability to protect this data is on the district, not the vendor. Building a review and compliance process is essential to protect students.

Create Working Group or Committee

Identify the positions that should be involved in reviewing new and existing vendor resources. Include technology, purchasing, education technology, instructional coaches, site administrators, and more. Collaborate together on a RACI matrix to clarify goals and expectations for each role.

Review State and Federal Laws

Collectively build a basic understanding of the requirements of laws such as COPPA, CIPA, SOPIPA, etc. California law requires vendor contracts to state clearly and explicitly what student data is collected, how it is used, stored, and accessed. Review Exhibit B of the National Data Privacy Agreement (NDPA).

Build a Project Plan

Consider prioritizing the privacy compliance plan given the liability your district could incur. Think about how some of the recommended steps can be incorporated into existing meetings and work processes.

Design a Process Resource Review and Approval

What is the process if a teacher or staff member wants to use a new app or electronic tool? How will the request for review be made? Who or which team will review the requests to ensure the vendor is compliant? What are the criteria for approval?

Test and Refine the Process

Apply the newly developed process to existing resources within the district by gathering an inventory of applications being used. Use the working group to engage in a model of continuous improvement.

Adopt Board Policies and Administrative Regulations

Discuss, develop, and adopt board policy and administrative regulations that incorporate the new review process. Ensure the board has adopted the California NDPA, which allows for contract sharing between districts. Sample board policies in CSBA's GAMUT include:

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Questions?

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Thank You

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For these resources and more visit

www.CITE.org/CCEEStudentDataPrivacy

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