STUDENT DATA PRIVACY CONVERSATION GUIDES

DISTRICT LEADERS CONVERSATION GUIDE (TALKING POINTS) FOR DISCUSSING STUDENT DATA PRIVACY WITH INTERNAL LEADERSHIP

- [ ] Does our district have a board policy about student privacy?

- [ ] Does our district have a process for vetting new applications and programs?

- [ ] Why is it important to our school board and district to adopt a policy and procedure for student privacy?

- [ ] What laws do we need to comply with?

- [ ] What happens if we do not have a student privacy policy and procedure?

- [ ] Who will have a role in the process and what will our plan look like?

- [ ] How will we communicate the policy and procedure to stakeholders?

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STUDENT DATA PRIVACY CONVERSATION GUIDES

CONVERSATION GUIDE (TALKING POINTS) FOR DISCUSSING STUDENT DATA PRIVACY WITH TECHNOLOGY, INSTRUCTIONAL AND EDUCATION AND BUSINESS DEPARTMENT LEADS

- [ ] What is our district's policy on student data?

- [ ] What is the role and responsibility of each of our departments in the overall plan?

- [ ] How will we communicate the process effectively to our educators, staff, and students?

- [ ] What does our plan look like?

- [ ] What are the criteria we will use to vet new requests?

- [ ] How often will we meet to accept new requests?

View our Resource Vetting Process PDF

Watch our App Vetting Process Video

Additional resources for developing an app vetting process available at www.studentdataprivacy.net

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CONVERSATION GUIDE (TALKING POINTS) FOR DISCUSSING STUDENT DATA PRIVACY WITH VENDOR PARTNERS

- [ ] Why do we need to sign a data privacy agreement?

- [ ] Can we simply reference our Terms of Service, isn't this the same as a contract?

- [ ] Why can't we just rely on the Service Agreement?

- [ ] What are the laws that pertain to student privacy that govern us?

- [ ] Is there an easier way we can be better vendor partners throughout the state?

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STUDENT DATA PRIVACY CONVERSATION GUIDES

CONVERSATION GUIDE (TALKING POINTS) FOR DISCUSSING STUDENT DATA PRIVACY WITH PARENTS

- ☐ Why are you sharing my student's data with vendors?

- ☐ Is sharing my student's data legal?

- ☐ Do you need my consent before sharing my student's data?

- ☐ What if I do not want you to share my student's data?

- ☐ Why is student data privacy important to me and my student?

- ☐ How can I become more knowledgeable about my student's rights around their data?

- ☐ What can I do to protect my student's data?

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STUDENT DATA PRIVACY CONVERSATION GUIDES

HYPOTHETICAL SCENARIOS AND EXAMPLES IN A K12 ENVIRONMENT

☐ **I am an educator and I want to be proactive in ensuring that the resources I am using in my classroom are safe for my students. What are some tips for best practice?**

Follow your district's policies and procedures for requesting and vetting resources being used in the classroom. If your district does not have policies and procedures in place, you can be an advocate for your students and begin having the necessary conversations about implementing safety protocol for student privacy in your district.

☐ **A parent has come to the school and has questions about what information we are sharing and how we are ensuring student data privacy. What is the best way to explain what we are doing to keep students safe?**

Begin by explaining the Federal and State laws that you are required to abide by, share with the parent their rights under these laws as well. Be prepared to share your policy and procedures for vetting, approving, and monitoring what resources are being used in the classroom as well as what data is being shared.

☐ **My district does not currently have any policy or procedures for vetting, approving, or monitoring resources being used in the classroom. What steps can I take to begin the conversation about developing and implementing such policies and procedures?**

Begin by developing procedures that will work for all those involved; teachers, IT staff, educational technology coaches, purchasing officials, administrators, etc. Working together with representation from all involved departments will ease the process and ensure that the district's plan for compliance will be more widely accepted.

☐ **I hear people talking about Digital Citizenship and Student Data Privacy; what is the difference and how do they affect each other?**

Digital Citizenship often refers to teaching others to be responsible when online, this is an ongoing day-to-day lesson. Student Privacy refers to ways to proactively protect our data footprint by not sharing data inappropriately and maintaining protocol for how others collect, manage and govern our data. The two are similar but not interchangeable. We should not be looking at these two elements individually, we should be pairing the two together and creating an overreaching culture of Digital Responsibility. Meaning combine the two into every lesson we teach daily, not only for students but for staff as well. Technology touches every aspect of life today and for most, it is always on, we need to begin to understand and build the culture we can incorporate into everyday tasks.