

Best Practices: Technology and Student Data

1. Before you use any software that includes any student data, go and check the district Approved App List. It's easy to search the spreadsheet by clicking Edit - Find and Replace. Type in the name of the app you are looking for.
2. When you find the tool you want to use, check its FERPA, COPPA, AB 1584 and SOPIPA status. If it's listed as "approved" that means that student data can be shared with the company that runs the tool and you are clear to use it.
3. If the tool is listed as "Conditional," review the conditions column for stipulations on using the app. Typically, these stipulations include limitations on information that may be shared.
4. If the tool is listed as "Parent Consent Required", you'll need to get parent permission. If you don't find the website or app you are looking for on the menu, you'll also have to get parent consent.
 - Active parent consent means that the parent or guardian of every student would sign a permission form for their data to be in that website, app, or software.
 - These forms are found on the right side of this page.
5. You can send parent consent forms home for each online tool, or you can use the form that lets you list multiple tools. You can do this classroom by classroom or for your whole school.
 - These forms are found on the right side of this page.
 - You have to do this each year for each tool.
 - Store the consent forms for one school year.
 - If you don't get consent, you can't put student data in the application.
6. Student data can also be anonymized.
 - This means that wherever you are putting a student's name, you instead put in anonymous information. So instead of a student's first name, you would put "Blue" and instead of the last name, you would put "Bonnet" or "Bunny" or "Suede Shoes".
 - This could be unwieldy for you as a teacher to keep track of which student is "Blue Bonnet" and which is "Red Rover".
 - If students are putting other data into the system that could be construed as personally identifiable or as part of their student record, this still wouldn't do the job. You'd still want to get parent consent.