

Naperville Community Unit School District 203

Student Data Privacy Overview

Our Commitment

Naperville Community Unit School District 203 is committed to protecting all student data from individuals or organizations who have no legal or educational purpose for that data. District 203 is required to protect student data by several state and federal laws and guidelines including SOPPA, FERPA, COPPA, CIPA, and HIPAA, which are summarized below. District 203 is subject to strict penalties if student information is misused or compromised. District 203 protects student data through comprehensive privacy policies and multiple layers of security measures such as firewalls, data encryption, secure servers, external monitoring, access auditing, and intrusion detection/remediation software.

State and Federal Laws & Guidelines

Naperville Community Unit School District 203 is required by law to follow a variety of state and federal law and guidelines regarding the protection of student data.

<u>SOPPA</u> Student Online Personal Protection Act (State of Illinois)	<u>FERPA</u> Family Education Rights Privacy Act (US Department of Education)	<u>COPPA</u> Children's Online Privacy Protection Act (Federal Trade Commission)	<u>CIPA</u> Children's Internet Protection Act (Federal Communications Commission)	<u>HIPAA</u> Health Insurance Portability and Accountability Act (US Department of Health & Human Services)
<p>Defines how schools, State Board of Education, and external entities must protect student data.</p> <p>External entities must:</p> <ul style="list-style-type: none"> Protect student data List student data used Describe usage of student data Delete student data when no longer required Report breaches of data <p>External entities are prohibited from:</p> <ul style="list-style-type: none"> Selling, renting, leasing, trading student data 	<p>Guarantees that parents have the right to review and make changes to their children's education records.</p> <p>FERPA also restricts who can use and access student information.</p> <p>FERPA provides parents with 4 basic rights:</p> <ul style="list-style-type: none"> To inspect and review education records; To challenge the content of education records and to 	<p>Controls what information is collected from children under the age of 13 by companies operating web sites, games and mobile apps.</p> <p>It is specifically for web site operators that collect information from children or operate a general-audience web site and have actual knowledge that personal information from children is being collected or have:</p> <ul style="list-style-type: none"> Child targeted web sites or those that have visual or audio content 	<p>Addresses children's access to obscene or harmful content over the Internet.</p> <p>CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the eRate program, a program that makes certain communications services and products more affordable for eligible schools and libraries.</p> <p>Naperville 203 filters student access to the Internet with</p>	<p>Prohibits the disclosure of protected health information to third parties without written authorization.</p> <p>HIPPA's application to K12 schools is limited. Education records covered by FERPA are specifically excluded from the definition of protected health information.</p> <p>Schools are subject to HIPPA if they provide health services and electronically transmit "health information" for a</p>

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<ul style="list-style-type: none"> • Creating student profile • Targeting advertising to students <p>District 203 must:</p> <ul style="list-style-type: none"> • Publish list of data elements used • Publish list of vendor agreements • Publish parent's rights of student data <p>District 203 is prohibited from:</p> <ul style="list-style-type: none"> • Selling, renting, leasing, trading student data • Sharing data with external entities without signed agreement <p>State Board of Education must:</p> <ul style="list-style-type: none"> • Publish list of data elements used 	<p>correct or delete inaccurate data;</p> <ul style="list-style-type: none"> • To control the disclosure of education records containing their child's PII via consent; • To file a complaint regarding noncompliance with FERPA with the Department of Education. 	<ul style="list-style-type: none"> • Child models • Advertising directed to children • Information regarding the age of the actual or intended audience • Animated characters or other child-oriented features. <p>Web site operators must include a privacy policy, when and how to seek verifiable consent from a parent and what responsibilities an operator has to protect children's privacy and safety online.</p> <p>Naperville 203 inspects websites for COPPA compliance prior to permitting student access.</p>	<p>CIPA compliant products and processes.</p>	<p>reason specifically listed in the rule.</p>
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What student data is collected?

First and last name
 Home address
 Telephone numbers
 Email addresses
 Other information that allows physical or online contact
 Student identifiers
 Discipline records
 Assessment results
 Special education records

Juvenile dependency records
 Grades
 Evaluations
 Medical records
 Health records
 Biometric information
 Disabilities
 Socioeconomic information
 Food purchases

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Text messages

Documents

Search activity

Photos

Voice recordings

Geolocation information

Why is this student data collected?

Data is collected, but may not be limited to, for the following reasons:

- For educational purpose of determining the needs of a student
- For determining student placement into various programs
- For special education determination purposes
- For providing communications to students and families
- For reporting required by state or federal agencies such as the Illinois State Board of Education, the United State Department of Education, Regional Office of Education, Illinois Department of Health, etc.
- For reporting to colleges and universities for acceptance purposes

Who has access to student data?

Policies are in place that limit access to student data based on an individual's role within District 203 and what is referred to as their "legitimate educational interest" in information. Access to data is restricted to trained, qualified individuals who only have access to the specific data they need in order to do their jobs. Teachers, principals, and other administrators have access to the widest range of information, allowing them to monitor a student's progress in school.

District 203 works with a variety of outside entities that provide services or applications necessary for delivering instruction and District operations, which requires sharing of student data. These outside entities receive only the information about a student that is required to provide particular services. Some entities such as School board members, the Illinois Department of Education, and the U.S. Department of Education receive aggregated information that allows them to understand how our schools are performing and make decisions about programs and resources.

Parents have the right to inspect their student's data for accuracy at any time and in some cases may have the right to prevent student data from being shared. In the event a parent does choose to not have their student's data shared, this may result in degraded experience and/or limit student's access to tools and learning aids used in their education.