

PROTECTING STUDENT *Privacy*

DATA *Do's*

- Make your password difficult for others: consider using a passphrase
- Use 2-Factor authentication whenever possible
- Make sure you know how to spot suspicious sites, emails, and resources (phishing)
- Make sure you have student data secured from others
- Lock your screen when you are away from your computer
- Make sure you have a passcode or lock on your phone
- Teach your students about data privacy and data security
- Try to have multiple passwords, using your passphrase

DATA *Don't's*

- Don't share personally identifiable information
- Don't forget to check all app privacy statements for all apps
- Don't share your login information
- Don't leave documents with personally identifiable information accessible to anyone.
- Don't click on suspicious links
- Don't reply to suspicious emails
- Don't enter your information on public devices
- Don't save your passwords unless it is your personal device

FEDERAL & STATE PRIVACY LAWS



Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law that protects student privacy by requiring written permission from a parent or guardian before releasing any student educational record information.



The Children's Online Privacy Protection Act (COPPA)

COPPA places special restrictions on the collection and use of information for companies that operate websites or have online services provided to children under the age of 13. Since students under age 13 cannot make their own accounts, educators need to be aware of the FERPA compliance and parental consent before signing students up for any online account.



The Children's Internet Protection Act (CIPA)

CIPA requires districts to implement measures to protect students from accessing inappropriate material. It also protects against the unauthorized use or sharing of a minor's personal information.



Health Insurance Portability & Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that required the creation of national standards to protect sensitive patient health information from being disclosed without the patient's consent or knowledge.



Protection of Pupil Rights Amendment (PPRA)

The PPRA applies to the programs and activities of a state education agency (SEA), local education agency (LEA), or other recipient of funds under any program funded by the U.S. Department of Education. It governs the administration to students of a survey, analysis, or evaluation that concerns one or more of eight protected areas.



Student Online Personal Information Protection Act (SOPIPA)

SOPIPA is the law that prohibits service providers from sharing student data and targeted advertising toward students for non-educational purposes. This law governs how online service providers can acquire, review, and utilize student data.