

HOW IS IUSD PROTECTING STUDENT DATA?

CURRENT PROTECTIONS

- Data Privacy Agreement (DPA): contract between IUSD and vendor to protect Personally Identifiable Information (PII).
 - *What Qualifies as PII?* Some examples of personally identifiable information include district username, permanent ID number, health records, photos, voice recordings, geo-location information, and IP addresses. Please see “iKeepSafe Protected PII” Handout.
- State Agreements with large companies: Apple, Google. These companies have been working with state officials to bring their privacy policies in line with California law.
- California Student Privacy Alliance (CSPA): This is a California consortium of school districts whose goal is to leverage their power with vendors to ensure data privacy compliance.
- Software Approval Process: Please see below.

FUTURE PROTECTIONS

- California Student Data Privacy Agreement (CSDPA): multiple stakeholders will be creating and forming a statewide agreement. Expected release Jan. 2017.

SOFTWARE APPROVAL PROCESS

If software requires access to student data, it triggers a series of Federal and State requirements. For the purposes of software approval, we consider software as falling into two classes: **locally installed** and **web-hosted**.

- **Locally Installed Software:** software installed on IUSD computers or servers, where no data is shared with a third party. Example: Adobe Suite.
 - Can be purchased via purchase order.
 - Board approval not required.
 - Data Privacy Agreement not required.
- **Web-Hosted Software:** this is the housing, serving, or maintaining files for a website. input info to form letter. Example: Clever. Software that is hosted requires either **parental permission or contract approval process**.
 - **Parental Permission:**
 - Send home the Non-District Adopted Software Letter:
<https://intranet.iusd.org/edtech/aup.html>
 - Teacher or Site Responsibility
 - Affirmative consent required. A non-response is considered non-consent.
 - **Contracts Approval Process:** Board approval + contract review
 - Obtain Board Approval
 - Contract Approval Request Form to Jennifer Payton in Business Services
 - <https://intranet.iusd.org/business/index.html>
 - Submit for Contracts Review: Please submit a HelpDesk ticket with the following information to the I.T. Department for Kiyoko Nagatomi, copy to Michelle Bowling:
 - Purpose of the software and how a student would log in
 - Quote, proposal, or contract provided by vendor
 - Terms and Conditions, Privacy Policy, or a web link to these items
 - Please note: this applies to free pilots and/or purchases