

## **Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Baldwin County Board of Education (BCBOE), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, BCBE may disclose appropriately designated "directory information" without written consent, unless you have advised the BCBOE to the contrary in accordance with BCBOE procedures. The primary purpose of directory information is to allow the BCBOE to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the BCBOE that they do not want their student's information disclosed without their prior written consent. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want BCBOE to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the BCBOE in writing prior to the first day of each school year. BCBOE has designated the following information as directory information:

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic email address**
- **Photograph or videos**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**
- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the**

**user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user**

- **A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.**

## **Disclaimer Online/ 3<sup>rd</sup> Party Resources**

*Parents/Guardians should always ask their student's teacher if they have questions concerning online resources used in their student's classes.*

### District Purchased/Supported Online Resources

Baldwin County Public Schools take our student data privacy and safety seriously. For district purchased online resources, we only upload the most basic Directory Information into online resources such as name, homeroom, grade, network login or school email address, and a password. For students in grades K-6 we load first name and last initial only when possible and only upload homeroom and/or grade when absolutely necessary. [Common Sense Media](#) is also a wonderful resource for parents and educators for vetting online resources.

When a district selected online resource is no longer used, the company is contacted to remove student data. The local schools are requested to do the same for online resources purchased by the individual schools as a school or on behalf of a grade level. Teachers are asked to do the same for individual resources purchased or used for free by teachers.

### Teacher Selected Online Resources

Our teachers often select apps or online resources that support learning. We ask that teachers responsible for students under the age of 14 take great care when having students use the resources and only import, enter, or have students enter two pieces of information. Preferably first name and last initial. When possible, we ask that they use a nickname or avatar for the student and no names at all. Teachers are responsible for the removal of any student data when these resources are no longer in use. If an online resource is used with students under 14 and not listed below, either a) NO personally identifiable information about a student such as first name should be entered into the program or b) the teacher should request parent permission his/her self. All Data Governance guidelines still apply.

Many online resources have signed on to the [Student Data Privacy Pledge](#).

Baldwin County Board of Education uses several methods to monitor, scan and filter student email and online services and activity. BCBOE has also contracted out services for human monitoring to notify selected staff of possible student life threatening and inappropriate situations.