

Protecting Student Data in LCPS – A resource provided by the Department of Technology Services

Questions

1. [How does LCPS protect the privacy of student information?](#)
2. [What is considered directory information?](#)
3. [Who has access to LCPS student information?](#)
4. [Do you market my child's information?](#)
5. [How does LCPS determine what sites are educationally relevant for my child?](#)
6. [How can I limit disclosure of my child's directory information?](#)
7. [I approved my child to use LCPS resources in the Acceptable Use Policy. What does that really mean?](#)

Answers

1. LCPS protects the privacy of student information by maintaining compliance with laws of both the Commonwealth of Virginia and the federal government; providing continual professional development to staff regarding student privacy and laws that protect access to student information; ensuring instructional applications are educationally relevant and vetted by the Department of Instruction; requiring partner/vendor contracts to include a Data Protection Agreement; and auditing and monitoring requests for data. LCPS uses the guidance, best practices and approaches recommended by the National Center for Education Statistics (NCES) to ensure confidentiality of student data in day-to-day instructional and administrative tasks. More information: Please visit the NCES Privacy Guide at this [site](#). The primary guidance for handling student information is via the Family Educational Rights and Privacy Act (FERPA), the federal law designed to protect the privacy of a student's scholastic records. If you have questions regarding FERPA please visit the US Department of Education Policy Office at this [site](#).
2. Directory information includes the following: name and address of student and parent(s) or guardian(s), telephone listing(s), electronic mail addresses or other electronic contact information of parents or guardians, date and place of birth, participation in officially recognized activities and sports, height and weight if member of athletic team, dates of attendance and grade level, awards and honors received, and other similar information specified by administrative regulation (to include student ID).
3. Educational records are accessible by school officials with a legitimate educational interest. More information is available in the [Student Rights and Responsibilities Handbook](#).
4. LCPS does not market any student information. Software vendors are required to sign a [Data Protection Addendum](#) that specifically addresses data privacy and data security terms and conditions as part of the contracting process.
5. The Department of Instruction determines educationally relevant resources for students, taking into consideration developmental factors, age and content appropriateness, all resources must comply with the [LCPS Acceptable Use Policy \(AUP\)](#) and applicable School Board Policies.
6. If parents, guardians, or students 18 and older wish to exercise the right to refuse release of directory information, they should write a letter to the principals of each of their students' schools requesting that no directory information be released.
7. By signing the Acceptable Use Policy, you are giving permission for your student to access approved instructional applications, resources, and digital content on the LCPS Network. LCPS

follows the [NCES Guidelines for Reviewing Online Instructional Apps for Privacy Considerations](#) supporting privacy protection. Most applications have Terms and Conditions that specify guidelines related to the use and the appropriateness of the instructional application. LCPS has processes to review teacher requests, analyze Terms and Conditions, and provide teacher training regarding the appropriateness of instructional resources for each age level.

By NOT signing the Acceptable Use Policy, you will be directed to schedule a meeting with your Principal to discuss your concerns. If you feel your concerns were not adequately addressed, you can schedule a meeting with the Department of Technology Services for further clarification.