ACPS Educators,

We are excited about the growing body of free and low-cost apps that our teachers are using to support student learning. We believe in technology as a positive and enabling force for student engagement and student outcomes, and we encourage the creative use of technology to support student learning.

We also have a responsibility to protect our students' data. We encourage the use of centrally supported and approved software tools through student single sign-on portal to ensure that our student data is appropriately protected. Centrally supported and approved tools are those for which we have negotiated terms of service to ensure, among other things, the appropriate protections for privacy of our students' data.

We realize that the educational software market is evolving rapidly. We also recognize that teachers want to creatively use additional technology tools in support of student engagement and student outcomes, and we support these efforts.

For a list of approved applications, please visit: Just for Teachers

To remain compliant with federal laws including COPPA and FERPA, and protect the privacy of your students' data, please obtain parental consent when using a tool that is not on the district approved apps list or for apps on the list that require parental consent. The attached Parental Consent template should be used whenever using an online software tool.

**What Should You Do?**
1. Complete the attached Parental Consent form by including:
   - The name of the app or website that you would like to use in the classroom
   - The purpose of the app or website
   - The website URL
   - The information that the website collects (or a link to it's privacy policy and terms of service)
   - Your contact information
2. Collect signed permission forms from your students
3. Retain the signed permission forms for the duration of the school year

**What should You Do if you do NOT receive signed permission?**
Teachers should be prepared to make equivalent educational opportunity available if parental consent is not obtained.

Instructional Media Services
**Software & Student Privacy**

Dear Parents(s):                                            Date: _____

Our class would like to use _____, an online learning tool
that students will use to: _____

Before using this tool, we wanted to make you aware of federal laws and regulations that apply to
the use of technology to support classrooms and require parent consent in order to be most effective.

In order for me to use this online tool with student records or other information that could be
personally identifiable, the Family Education Rights and Privacy Act (FERPA) requires that I
obtain your consent due to the possible exposure of your student's information to the website's
operator or to other participants.

In order for students to use this program/service, certain personal information must be provided to
the web site operator. Under the Children's Online Privacy Protection Act (COPPA), these websites
must provide parental notification and obtain parental consent before collecting personal
information from children under the age of 13. For more information on COPPA, please visit
http://www.ftc.gov/privacy/coppafaqs.shtm.

Schools are permitted to consent to the collection of personal information on behalf of parents of
students, thereby eliminating the need for individual parental consent given directly to the web site
operator. Before doing so, the District is providing you with this notice and opportunity to opt out.
The student's District email account will be used for this purpose.

Please take a moment to look at the following website: _____
as well as what personal information the site collects:
_____,

After reviewing this site, please sign and return this form to me by _____. This will
serve as your permission for your student to have access to _____,
as well as your permission for me to upload your student's information into the application so that
we can make the most of its functions. This permission will expire at the end of this school year,
and can be revoked any time.

Sincerely,  Teacher: _____

Phone Number: _____        Email: _____

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Permission is granted for my child, _____, to use this online service.

Parent Signature: _____        Date: _____