



Lower Merion School District

65 Rock Hill Road Bala Cynwyd, PA 19004-2054

610-645-1925 www.lmsd.org

Department of Information Systems

2019 – 2020 Online Educational Services & COPPA and Google G-Suite for Education Notification

In this packet you will find:

- Information regarding Online Educational Services and the Children’s Online Privacy Protection Act (COPPA)
- Information regarding Google G-Suite for Education
- A list of online educational service providers used by the Lower Merion School District with a link to their privacy policies
- A link to the Google G-Suite for Education privacy website
- A link to a LMSD administrative regulation titled, District Provided Technology Resources: Student Email Accounts, Web and Cloud-based storage and Web and Cloud-based Applications
- Parental consent form for Online Educational Services and Google G-Suite for Education

Please review the included information and linked documents for the Online Educational Services used by the Lower Merion School District and Google G-Suite for Education.

If you have any questions, please contact George Frazier at isdept@lmsd.org or 610-645-1925 or your building Principal.

If you agree with the enclosed information and linked documents, please sign the enclosed acceptance form to your child’s teacher. This will allow your student to use the growing number of web-based tools and applications available through the District’s iPad, Chromebook, and laptop resources for the 2019-2020 school year.

Sincerely,

George Frazier

Director

Information Systems Department

ONLINE EDUCATIONAL SERVICES AND THE CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA)

The growing availability of web-based tools and applications is providing teachers with new and exciting methods to improve, enrich, and diversify the delivery of curriculum and instruction to students. Many web-based tools and applications use data to create access accounts and to customize the learning experience. The purpose of this letter is to explain what data will be provided to online educational service providers and parent/guardian rights in regard to the use of the online educational services.

Lower Merion School District makes every effort to select and implement products that protect the confidentiality of students' personally identifiable information and that avoid third party promotional marketing material. Enclosed you will find a list of online educational service providers used by the Lower Merion School District and their contact information, including the providers' website addresses and a link to their privacy policy. The enclosed list of online service providers can be found at www.lmsd.org/coppa as well in order to use active hyperlinks to provider privacy policies.

The list below provides key points regarding the use of educational service providers by the District:

- For some selected web-based tools and applications, it may be necessary for the District to provide student data.
- District policy requires that we only provide the following data to online educational services providers with respect to students under the age of 13: student name, date of birth, gender, zip code, school and years of attendance, local student ID number, state student ID number, disability information pertinent to a student's educational plan, the student's District email address and any activities and awards the student wishes to disclose.
- Online educational service providers may collect additional data using cookies, logs, and other Internet based technologies. Service providers communicate important information about their collection, protection, use and disclosure of data through their own privacy policies.
- In some cases, providers may use certain data for their own internal marketing purposes. On occasion, providers will state that they provide data to third parties under certain circumstances such as to improve the performance of its website.
- Parents/guardians can request to review and have removed personal information that an online educational service provider has collected from the student. If a parent/guardian wishes to review or have removed the data provided to a provider by the District, a written request should be sent to the student's principal. In some instances, depending upon the nature of the request, the parent/guardian may be required to contact the provider directly.
- The Child Online Privacy Protection Act (COPPA) requires that web-based tools and application providers obtain verifiable parental consent in order for children under the age of 13 to use web-based tools and applications.
- More information about COPPA can be found at <https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>.

For parents/guardians of children under the age of 13, the Child Online Privacy Protection Act (COPPA) requires that you agree to the attached Opt-In form in order for the District to allow your student access to online educational services for the 2019-2020 school year.

GOOGLE G-SUITE FOR EDUCATION

One service provider used by the District is Google. Google G-Suite for Education is fully hosted on the Internet and students can access their files and a suite of productivity applications anytime from a wide array of Internet-accessible devices, making them excellent tools for homework, communication, and collaboration. Google G-Suite for Education applications can also share documents allowing for greater collaboration and ease of communication for students working in groups.

The list below provides information regarding the use of Google G-Suite for Education:

- The District is only allowing student accounts to access the Google G-Suite for Education core suite of applications. The core suite of applications includes a word processor, spreadsheet, presentation tools and other productivity tools, and is governed by the privacy policy located at <https://www.google.com/edu/privacy/>. Parent/Guardians will be notified and given the opportunity to opt-in if additional services are added to the core suite of tools.
- The Google G-Suite for Education account includes an email address. The email address is created using a combination of the student's name and anticipated graduation year. Although this email address is generated through Google, it will have a Lower Merion School District domain name, @student.lmsd.org. Because this is a standard email account, students will be able to receive email from any email user. The District will not monitor student email accounts. Parents and guardians are encouraged to take an active role in monitoring how their students are using school email. Although the District does not monitor email, it reserves the right to search email, as well as other District, web, and cloud hosted storage and applications, if the District has reasonable suspicion to believe that a student has violated Board Policy or applicable law.
- To setup the Google G-Suite for Education account, the LMSD Information Systems Department must provide a limited amount of information to Google. This information is limited to the student's first name, last name, student ID, and a password. Within the Google G-Suite for Education applications, users are able to provide additional personal information. The District does not require nor encourage students to provide additional personal information.

Please review the Google privacy policy which governs the Google G-Suite for Education available electronically at <https://www.google.com/edu/privacy/>. Also, please review the administrative regulation for this program titled, District Provided Technology Resources: Student E-mail Accounts, Web and Cloud-based storage and Web and Cloud-based Applications available at <http://www.lmsd.org/policy/ar134-2>.

In order to setup a Google G-Suite for Education account for the 2019-2020 school year, the District requires parents and guardians to acknowledge receipt of and agree to the linked privacy policy and administrative regulations by signing the enclosed Opt-In form.

For parents and guardians that elect to not Opt-In their student, the student's will still have access to the applications and productivity tools installed on the computers while at school, but they will not have access to the Google G-Suite for Education.

Vendor	Product	Contact Information	Student Data Required	Privacy Policy
Blackboard Inc.	Blackboard	1111 19th Street, NW, 9th Floor Washington, DC 20036 Telephone: 800-424-9299 Email: privacy@blackboard.com	First Name Last Name Student ID Email Address	https://help.blackboard.com/Privacy_Statement
BrainPOP	My BrainPOP	71 W 23rd St., 17th Floor New York, New York 10010 Telephone: 866-542-7246 Email: Privacy@brainpop.com	First Name Last Name Student ID Graduation Year	https://www.brainpop.com/about/privacy_policy/
Edmentum	Exact Path	5600 West 83rd Street Suite 300, 8200 Tower Bloomington, MN 55437 Telephone: 800-447-5286 Email: info@edmentum.com	First Name Last Name Grade Level	https://www.edmentum.com/privacy-policy
Google	G-Suite	1600 Amphitheatre Parkway Mountain View, CA 94043 Telephone: 877-355-5787 Email: Web form available at vendor website	First Name Last Name Student ID	http://www.google.com/edu/privacy.html
Houghton Mifflin Harcourt	Collections	9400 Southpark Center Loop, Orlando, FL 32819 Telephone: 800-225-5425 Email: privacy@hmhco.com	First Name Last Name Grade Level	https://www.hmhco.com/privacy-policy-k12-learning-platforms
IXL Learning	Quia Web	777 Mariners Island Blvd., Suite 600 San Mateo, CA 94404 Telephone: (855) 255-7700 Email: compliance@ixl.com	First Name Last Name	http://www.quia.com/web/privacy_policy.html
McGraw Hill	Discovering Life Skills	McGraw-Hill Education 2 Penn Plaza, 20th Floor New York, NY 10121 Telephone: 800-338-3987 Email: privacy@mheducation.com	First Name Last Name Student ID Grade Level	https://www.mheducation.com/privacy.html
Naviance	Naviance eDocs AchieveWorks Career Key	3033 Wilson Blvd., Suite 500 Arlington, VA 22201 Telephone: 866-337-0080 Email: Web form available at vendor website	The initial account setup requires the student to provide an email address and password	https://succeed.naviance.com/auth/signin#/privacy
Newsela	Newsela	620 8th Avenue, 21st, 21 st Floor New York, NY 10018 Email: privacy@newsela.com	First Name Last Name Email Address	https://newsela.com/pages/privacy-policy/

Vendor	Product	Contact Information	Student Data Required	Privacy Policy
Pearson Education	enVision 2.0 Math Autentico Spanish	Telephone: 800-234-5832 Email: Web form available at vendor website	First Name Last Name	https://www.pearson.com/corporate/privacy/learning-services-privacy-policy.html#
Questar	DRP (Degrees of Reading Power)	5550 Upper 147th Street West Minneapolis, MN 55124 Telephone: 877-997-0422 Email: customerservice@questarai.com	First Name Last Name Student ID Grade Level Date of Birth	http://www.questarai.com/privacy/
Seesaw	Seesaw for Schools	180 Montgomery Street, Suite 750 San Francisco, CA 94104 Email: Web form available at vendor website	First Name Last Name Student ID Email Address Grade Level	https://web.seesaw.me/privacy
TCI Teacher's Curriculum Institute, LLC	HA! Ancient World	2440 W. El Camino Real, Suite 400, Mountain View, CA 94040 Telephone: 877-234-3214 Email: info@teachtci.com	First initial Last Name	http://www.teachtci.com/privacy-policy.html

This list of online service providers can also be found at www.lmsd.org/coppa as well in order to use active hyperlinks to provider privacy policies.

PARENT/GUARDIAN CONSENT FORM

Parental consent for Online Educational Services

(For your child under the age of 13 to access online educational services, we need your signed consent.)

My signature below constitutes consent for my child to access the web-based tools and applications referenced in the Online Educational Services letter.

Print Student Name: _____

Student Grade: _____

Print Parent/Guardian Name: _____

Sign Parent/Guardian Name: _____

Date: _____

Parental consent for Google G-Suite for Education

Parent/Guardian Opt-In: I have reviewed the materials supplied by the Lower Merion School District in connection with the Google G-Suite for Education program. My signature below constitutes consent to (a) the District providing Google with the required information to establish my child's account, (b) the Google G-Suite for Education Privacy Policy, and (c) the Administrative Regulation titled: District Provided Technology Resources: Student E-mail Accounts, Web and Cloud-based Storage and Web and Cloud-based Applications.

Print Student Name: _____

Student Grade: _____

Print Parent/Guardian Name: _____

Sign Parent/Guardian Name: _____

Date: _____