

11IR-110 Student Data and Family Privacy Protection

- 3.3.5. officials in the juvenile justice system to improve educational outcomes;
- 3.3.6. a State agency or organization that is legally responsible for the care and protection of the student, including the responsibility to investigate a report of educational neglect;
- 3.3.7. the Immigration and Naturalization Service (INS) for foreign students attending school under a visa; or
- 3.3.8. the Attorney General of the United States in response to an *ex parte* order in connection with the investigation or prosecution of terrorism crimes;
- 3.3.9. organizations conducting studies for, or on behalf of the District, or postsecondary institutions for the purpose of developing, validating, or administering predictive tests; administering student aid programs; or improving instruction if done under the terms of a written agreement meeting the conditions of [34 CFR 99.35](#) and approved by the Director of Assessment and the Student Data Manager;
- 3.3.10. authorized representatives of the Secretary of Education or State or local education authorities to conduct an audit evaluation, or enforcement or compliance activity of Federal- or State-supported education programs if done under the terms of a written agreement meeting the conditions of [34 CFR 99.35](#) and approved by the Director of Assessment and the Student Data Manager; or
- 3.3.11. authorized representatives of the Comptroller General of the U.S. or the Attorney General of the U.S. to conduct an audit evaluation, or enforcement or compliance activity of Federal- or State-supported education programs if done under the terms of a written agreement meeting the conditions of [34 CFR 99.35](#) and approved by the Board of Education.

Directory Information

- 3.4. The District or school may disclose certain directory information for appropriate reasons if it has given parents annual notice of their right to request that their student's directory information not be released by the District or school. The actual means of notification; special letter, inclusion in a bulletin or newspaper article, student handbook; is left to the discretion of each school.
 - 3.4.1. The following information relating to students has been declared directory information:
 - [a] name, address, and telephone number;
 - [b] date and place of birth;
 - [c] ~~major field of study~~ grade level and enrollment status;
 - [d] student's District email address;
 - ~~[e]~~ [e] student's ID number that is displayed on a student ID badge
 - ~~[e]~~ [f] parent's email address;
 - ~~[f]~~ [g] participation in officially recognized activities and sports;
 - ~~[g]~~ [h] weight and height of members of athletic teams;
 - ~~[h]~~ [i] dates of attendance;
 - ~~[i]~~ [j] degrees, honors, and awards received;
 - ~~[j]~~ [k] most recent previous education agency or institution attended; and
 - ~~[k]~~ [l] student's digital image photograph.
 - 3.4.2. Appropriate reasons for disclosure of directory information would include, but is not limited to; newspapers for awards, posting in District or schools of awards, student directories, honor roll lists, graduation lists, other school purposes, military recruiters, higher education institutions, etc. approved by the Board of Education.

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3.4.3. The following shall be considered limited use directory information that may be disclosed only to other students enrolled in the same course (regardless of whether such students are enrolled in the same class section) that has been audio or video recorded by the District, for instructional and educational purposes only:

- [a] name to the extent it is referenced or captured during the audio or video recording;
- [b] any photograph or image of the student captured during the audio or video recording;
- [c] any audio or video recording of the student participating in the course; and
- [d] any online chats or other recorded communications among participants in the course captured during the audio or video recording.

3.4.2-3.4.4. To protect the privacy of other students, parents/students are not permitted to make their own recordings of class sessions or to share or distribute District recordings of class sessions.

Complaint Procedure

3.5. Parents who believe their rights have been violated may contact the school's administration or file a complaint as outlined in this policy with:

Family Policy Compliance Office (FPCO)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
(800) 872-5327 Informal inquires may be sent to FPCO via the following email address: FERPA@ED.Gov

3.6. Complaints should be reported as soon as possible, but not later than 180 days from the date the parent has learned of the circumstances of the alleged violation.

4. STUDENT PRIVACY AND DATA PROTECTION

4.1. In compliance with Utah Code Title 53E, Chapter 9 Student Privacy and Data Protection, the District shall:

- 4.1.1. maintain a Data Governance Plan structured to encourage the effective and appropriate use of educational data in conjunction with District policies and procedures;
- 4.1.2. prepare and distribute to parents a Student Data Collection Notice to inform parents and students about the student data the District collects and how that information will be used, shared, and protected;
- 4.1.3. maintain a metadata dictionary outlining student data collected and how it is used; and
- 4.1.4. designate an individual to act as a student data manager to fulfill responsibilities as described in Utah Code Ann. §53E-9-308.

Student Data Manager
Jon Hyatt
130 North Main, Farmington
(801) 402-5360
jhyatt@dmail.net

4.2. **Education Employees and Volunteers Responsibilities**