LEARNER ACCOUNT CREATION

Business models for educational technology companies are specifically designed to allow educators to use applications with learners and provide learners' personally identifiable information (PII) through rostering or student-created accounts. Our educators need to know that rostering learners or creating learner accounts on their own violates district policy, practices, and procedures that allow for adequate analysis of the safety and security of learner data and the appropriateness of content. The below procedure for approval ensures the district is following all the guidelines from COPPA, FERPA, and ND Laws.

Schools are expected to publicly post a privacy policy that includes descriptions of what information is collected from children, how that information may be used and disclosed, contact information for any third parties that may also be collecting information through the site, and more, making this information available to parents.

Procedure

When an educator intends to use an instructional tool that necessitates the release of learners' directory information or Personally Identifiable Information (PII), they must **fill out this form.** This request will be reviewed by the Instruction Resource Support Team, which includes the Technology and Curriculum & Instruction Department, to determine if the instructional application has prior approval.

If the resource is not on the approved list or the educator's request exceeds the scope of information-sharing permission previously granted, the request will either be denied, or the technology application will proceed through the curriculum approval process at the district level. In the latter case, the request will be supported by a Curriculum Coordinator.

If the technology application is approved by the District Curriculum Committee, the Curriculum & Instruction and Technology Department shall ensure the educator complies with any parental consent requirements and directory information opt-out requests before using the tool.

The statements in this document are intended to provide guidance for daily procedures and practices in order to maintain order, efficiency, and continuity amongst our schools.