Question	Answer
1. What is student directory information?	Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.
2. Who can request access to my child's directory information?	The district only provides access to student directory information if the request is approved by the school or district Administration and falls within acceptable guidelines. We protect student information and do not release upon every request.
3. Can I request my child's directory information not be released?	Parents can request student directory information not be released. Note, this does not prevent the district with sharing student directory information with 3rd parties or vendors that serve an educational service and have been approved by the district.
5. Why can the district provide my child's information to a vendor or 3rd party if I have requested it not be released?	FERPA (Family Educational Rights and Privacy Act) defines records as “records that are directly related to a student” and “maintained by an educational agency or institution or by a party acting for the agency or institution.” Vendors and 3rd parties that meet our privacy and data standards, including a specific statement on protecting student data with regards to following FERPA that provide services to the district fall within the guidelines and are allowed to obtain student information regardless of parent requests. Their access to the data is equivalent to an internal employee of the district obtaining student data. As such all vendors and 3rd parties must meet our privacy and data guidelines prior to accessing our data. This includes online resources that use student names in usernames and account settings.
6. What are the criteria that is used to approve a 3rd party or vendor accessing my child's information?	The approval process includes a full review of the Privacy Policy and Terms of Service. The following are reviewed and evaluated in the process: Type of student information, who owns the data (district or vendor), who has access to the student data by the vendor, statement defining and protecting PII (Personally Identifiable Information), security provisions of the data and servers in their data center and offices, procedure for data breaches, statement protecting the data under FERPA, a statement covering use by children under the age of 13 (COPPA), signature on the Student Privacy Pledge, and what happens to the data when the relationship is ended with the vendor.
7. Who can access my child's directory information within the district?	Administrative staff and Administrators have access to district and school data based on the needs of their role. Teachers only have access to data belonging to the students currently in their case load.
8. What is the Student Privacy Pledge?	Over 450 companies have signed the Student Privacy Pledge since it was released. The pledge was created for vendors to publicly state their companies agreement to protect student data. More information on the pledge can be found at: https://studentprivacypledge.org/
9. What type of data does the district provide vendors that provide online tools for our students.	Most systems only require first name, last name, and username.
10. Who owns my child's data?	All data recorded on an 3rd party system is owned by the Woodbridge School District. This is a requirement for using these systems.
11. Are pictures and videos protected as part of student data?	Yes, we take careful precautions with systems that use pictures. This also includes photographers and yearbook companies that have our student pictures.
12. Is Google Apps safe for our children to use and why does the district use it?	Google has signed the Student Privacy Pledge. There are extensive privacy documents that explain what type of data is maintained related to student data. Google does not sell student data to third parties and their Data Processing Amendment describes their commitment to protecting student data. Their privacy plan details how Google Apps for Education services does not collect or use student data for advertising purposes or to create advertising profiles. There are no ads within the Google Apps Services and they have no plans to add ads. Google also states that all data put into their system by students and the school is ours, including district and student intellectual property, personal information, and individual assignments (such as homework). The Co-Authors of the Student Privacy Pledge have criticized those who have questioned Google’s policies and practices and stands by Google’s protection of student and school data.

13. Are students assigned homework on Google Apps and other online tools?	Yes, students in grades 4-6 can often be expected to complete school work on Google Apps and other online resources on a consistent basis. These tools are used for research, writing, collaboration, communication, and creative productions. These resources are used as part of the core instructional program and student use of these tools helps students learn how to use digital tools to enhance their development of 21st century skills and their personalization of their learning experience.
14. Do other students see my child's work in Google Classroom?	Google Classrooms is an online learning management system. Teachers can assign work that is done individually and turned in by students in a confidential way. Assignments may also be completed collaboratively and shared within small groups of students or the full class. Threaded online discussions are available for the full class to view. Google Classroom can only be accessed by members of the class.
4. Does the district provide my child's data to vendors or 3rd parties.	The district provides student data only if the vendor or 3rd party has been approved by the District Administration. Approval is based upon review of their Privacy Policy and Terms of Use. The 3rd party must agree to abide by FERPA, COPPA, and meet the CT State Guidelines for SDP. Only necessary student information is conveyed based on the relationship, services, or products being provided by the vendor or 3rd party.