Choices Technology Use Agreement & Family Educational Rights and Privacy Act (FERPA)

Internet Access

San Juan Unified provides internet access for the purposes of instruction. Students using the internet may have access to email, public domain software, discussion groups, university libraries, Library of Congress, information and news from research institutions and more.

However, some information on the internet may be considered inappropriate for young people. San Juan Unified is limited in its ability to control access by students to inappropriate information. If you do not want your student to have access to the internet, you must make that request in writing to the principal of any school your student attends.

Families are encouraged to discuss their expectations for appropriate activities on the internet. Using computer services, it may be possible for a student to purchase goods and services for which the parent may be liable. San Juan Unified is not responsible or liable for a student's use of or access to the internet that is in violation of our district's rules, nor for lack of access to the internet, nor for accuracy of information received.

It is important to understand that work on school computers is not private or protected. Use of district computers, computer networks and the internet does not create any expectation of privacy. San Juan Unified reserves the right to search any information sent, received or stored in any format. Our district is not liable for damage to or loss of students' work maintained in computer files. Parents or guardians have the right to examine their child's file if the information is accessible. We appreciate your assistance in ensuring that students use computers appropriately. (BP 6163.4)

Computer Use

Except as required, the use of school computers and access to the Internet is a privilege. Students who do not follow the rules may be disciplined and may lose computer privileges. When students use school computers, they agree to follow:

- the directions of teachers and school staff;
- rules of the school and school district; and
- rules of any computer network they access

Students also agree to be considerate and respectful of other users and to follow these rules:

- use school computers for school-related education and research only
- do not use school computers and networks for personal or commercial purpose
- do not change any software or documents (unless it's a collaborative project or you have been given explicit permissions to edit or modify)

- do not produce, distribute, access, use or store information which:
    - is prohibited by law, our district or school rules;
    - violates copyright laws;
    - is obtained by trespassing in private or confidential files;
    - would subject our district or individual to liability (such as defamatory information);
    - is obscene, pornographic or sexually explicit;
    - causes delay, disruption or harm to systems, programs, networks or equipment;
    - is otherwise prohibited in the workplace or on a school campus.

Our district has internet safety resources available to students and the public on our district's website at www.sanjuan.edu/cybersafety. There is information about appropriate online behavior, including interacting with other individuals on social networking websites, in chat-rooms and cyberbullying awareness and response.

Notice Regarding Release of General/Directory Information Policy

Choices Charter School has identified the following categories of information as Directory Information which may be released to third parties without parental consent:

- Name
- Address
- Telephone number
- Email address
- Date of birth
- Major field of study
- Participation record in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards received
- Most recent previous school attended

Directory information does not include a student's social security number or student identification number.

Directory information also does not include a student's citizenship status, immigration status, place of birth, or any other information indicating national origin.

Directory information may be released to parent or family organizations, the news media, law enforcement agencies, alumni associations, military recruiters and colleges and universities. Choices Charter School will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

Unless San Juan Unified is providing information for a legitimate educational purpose under FERPA and the California Education Code or directory information, the school shall notify parents or guardian and eligible students—and receive their written consent—before it releases a student's personally identifiable information.

You have the right to request that the school not provide this information to any third party. To request that student information as described above is not released, deliver written notice to Choices Charter School: Attention Custodian of Records. Each request is valid for the current school year and will need to be resubmitted at the start of a new school year.

Student Records Access

Federal and state laws grant rights of privacy and access to students and to their parents or guardians. Full access to all personally identifiable written records maintained by Choices Charter School must be granted to parents or guardians of students under the age of 18, parents or guardians of students age 18 or older if the student is a dependent, and students who are 16 years and older, have completed the 10th grade, or are enrolled in college.

Parents, guardians, or eligible students may review their individual records by making a request to the director. Requests should be made in writing by the person(s) authorized to have access to the student record. Access will be provided no later than five business days following the date of the request. Parents, guardians, or eligible students may seek to challenge any part of an individual record they believe is inaccurate or for other reasons specified by law. They may receive a copy of the records at the school's established cost per page. School policies and procedures relating to types of records, logs, kinds of information retained, persons responsible for records, directory information, persons, and organizations permitted access to student information and procedures to challenge records are available through the director or from the school's Custodian of Records at (916) 979-8378.

When a student moves to a new district, records will be forwarded upon the request of the new school/school district. At the time of transfer to a California district, the parent, guardian, or eligible student will be notified by the receiving school district and may review/receive a copy (at the school's established cost per page) and/or challenge the records. Access to student records will also be granted to school officials (employees or contractors) within Choices Charter School and San Juan Unified who have a legitimate educational interest in order to fulfill their professional responsibility.

Student records are maintained and destroyed in accordance with applicable federal and state laws and district policy and administrative regulations. It is the practice of the school to destroy all student records, except for the high school transcript and immunization records, five years after the student is no longer enrolled in the school.

If you believe the school is not in compliance with federal regulations regarding privacy, you may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605. (EC sections 49060- 49078, 49408, and FERPA)