



**ONLINE EDUCATIONAL SERVICES & COPPA
AND
OFFICE 365 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 Office 365 for Education
- A list of online educational service providers used by the South Williamsport School District with a link to their privacy policies
- A link to the Microsoft privacy policy
- A link to a SWASD administrative regulation titled, District Provided Technology Resources: Student Use, Rights, and Responsibilities: Student E-mail accounts, Web and Cloud-based storage and Web and Cloud-based Applications

Please review the included information and lined documents for the Online Educational Services used by the South Williamsport School District and Office 365 for Education.

If you have any questions, please contact Dwight Woodley at dwoodley@swasd.org or your building Principal.

Sincerely,

Dwight Woodley
Director of Innovative Learning

Dear Parents and Guardians,

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. 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. Also, this letter will give you information relation to the Child Online Privacy Protections Act (COPPA).

South Williamsport Area 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. In order for students to use some selected web-based tools and applications, it may be necessary for the District to provide student data. In addition to data provided by the District, 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. Enclosed, please find a list of online educational service providers and their contact information, including the providers’ website addresses for your review.

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. In order for the District to allow your student access to online educational services, parents/guardians must acknowledge receipt of and agree to the attached Opt-In form.

Please note that our policies limit what data we can provide to online educational services providers with respect to students under the age of 13 to the following: 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 SERVICES AND THE CHILDREN’S ONLINE PRIVACY 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.

South Williamsport Area 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 South Williamsport 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 on our District website under the Technology Department link 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 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 provide to a provider by the District, a written request should be sent to the student’s principal. In some instances, depending up on 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.





MICROSOFT OFFICE 365 FOR EDUCATION

One service provider used by the District is Office 365. Office 365 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. Office 365 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 Office 365 for Education:

- The District is allowing student accounts to access the Office 365 core suite of applications. The core suite of applications includes a word processor, spreadsheet, and presentation tools, and is governed by the privacy policy located at <https://privacy.microsoft.com/en-us/privacystatement>. Parents/guardians will be notified and given the opportunity to opt-in if additional services are added to the core suite of tools.
- The Office 365 for Education account includes an email address. This account will be generated with a South Williamsport School District address.
- This is a standard email account using a combination of the student's name and anticipated graduation year. Students will be able to receive email from any email user.
- The District will not monitor the 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 set up the Office 365 for Education account, the SWASD Tech Department must provide a limited amount of information to Microsoft. This information is limited to the student's first name, last name, student ID, and a password. Within the Office 365 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 Microsoft privacy policy which governs the Office 365 for Education that is available electronically at <https://privacy.microsoft.com/en-us/privacystatement>. Also, please review the District Policy #815: Acceptable Use of Internet, Computers, and Network Resources available at <http://www.boarddocs.com/pa/swil/Board.nsf/Public?open&id=policies#>

In order to have access to an Office 365 for Education account, the District requires parents and guardians to acknowledge receipt of and agree to the linked privacy policy and administrative regulations.

For parents and guardians that elect to not Opt-In their student, the student will still have access to the applications and productivity tools installed on the computer while at school, but they will not have access to Office 365 for Education.