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Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act (SOPPA)

Schools throughout the State of Illinois contract with different educational technology vendors for beneficial PreK-12 purposes such as providing personalized learning and innovative educational technologies and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for PreK-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our school may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for PreK-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data

- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for PreK-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Under the Illinois Student Online Personal Protection Act (SOPPA), you have the right to review your child's *covered information*. *Covered information* means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the School; or (3) gathered by an operator through the operation of its site, service, or application. *Operators* are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for PreK-12 school purposes.

Under SOPPA, parents/guardians have a right to:

- 1. Request to inspect and review your child's covered information, whether it is maintained by the School/ROE, the Ill. State Board of Education (ISBE), or an operator.**
 - a) The School/ROE will provide you with the opportunity to inspect and review your child's covered information within the timeframe prescribed by State rules.
 - b) If the covered information requested includes data on other students, your access will be limited to the covered information relevant to your child.
 - c) If the covered information you request includes your child's school student records, the School/ROE will permit you to inspect and review any school student records of your child in accordance with the School/ROE's procedures for student records requests.
- 2. Request a copy of your child's covered information, in electronic or paper form.**
 - a) The School/ROE will provide the copy to you within 45 days of your request.

- b) If you request an electronic copy, the School/ROE will provide you the copy in an electronic format at no cost, unless the School/ROE does not maintain the information in electronic format and reproducing it in an electronic format would be unduly burdensome to the School.
- c) You are limited to two requests per child per fiscal quarter.
- d) If the covered information you request includes your child's school student records, the School/ROE will provide a copy of your child's school student records to you in accordance with the School/ROE's procedures for student records requests. See 7:340-AP1, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*.

3. Request corrections to factual inaccuracies contained in your child's covered information. Upon receipt of a request, the School/ROE will take the following steps:

- a) The School/ROE will review your request and determine if the factual inaccuracy exists.
- b) If the School determines that a factual inaccuracy exists, and the School/ROE maintains or possesses the covered information, it will correct the inaccuracy and confirm the correction with you within 90 calendar days after receiving your request.
- c) If the School determines that a factual inaccuracy exists and an operator or ISBE maintains the information, the School/ROE will notify the operator or ISBE of the factual inaccuracy and the correction to be made. The operator or ISBE is required to confirm the correction with the School/ROE within 90 calendar days after it receives the School/ROE's notice. The School/ROE will then confirm the correction with you within 10 business days after it receives the confirmation of the correction from the operator or ISBE.
- d) If the covered information you are requesting be corrected includes your child's school student records, the School/ROE will follow its procedures for amendment of student records with respect to those school student records. See 7:340-AP1, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*.

To make a request to inspect and review, copy, and/or correct your child's covered information, please contact Danielle Lewis at dlewis@roe26.net and specify the nature of your request. You will need to submit your request in writing, utilizing any form the School/ROE requires.