



## Executive Education Academy Charter School FERPA and COPPA Notice for At-Home Learning

During this unprecedented time, Executive Education Academy Charter School has developed plans to continue uninterrupted educational opportunities that reinforce and continue the course and/or grade-level learning objectives for our students. Executive Education Academy Charter School is committed to making a good faith effort to provide continuity of education, planned instruction, and appropriate and reasonable services for our students.

The safety and security of our students and staff remain at the forefront of our planning. All planned instructional activities will fully adhere to current EEACS policies, procedures, and guidelines for students and staff. EEACS will continue to utilize several computer software applications and web-based services, operated not by this school, but by third parties. In addition, EEACS will potentially implement additional applications and web-based services. All applications and web-based services are vetted through our Information Technology and Educational Programming Department for appropriate use.

In order for our students to use these programs and services, certain personally identifying information, generally consisting of the student's name and school email address, must be provided to the web site operator. Under a federal law entitled Children's Online Privacy and Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information. For more information on COPPA, please visit <http://www.ftc.gov/privacy/coppafaqs.shtm>. Each website operator is bound by COPPA to maintain the confidentiality of the information collected. They are also required to post a privacy policy describing their practices. COPPA permits a school district or charter school to consent to the collection of this information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to each individual website operator.

Additionally, the Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. EEACS will potentially utilize video conferencing (ZOOM or Google Hangouts) and virtual/online platforms. EEACS has made reasonable efforts to ensure that such conferencing is confidential and access is limited to students in the assigned groups. However, some of these services will be provided in a group format and when this occurs, students will be able to see other students in the group. In addition, EEACS is unable to control who else may be in the room in which a student is receiving these services remotely, including other family

members or others who are living with the students, who may observe the session and what other students are in the group.

Therefore, EEACS expects that all families will review and implement the following guidelines and expectations to ensure the confidentiality rights of all students are protected during instructional methodologies which will include group communications, and/or video conferencing.

1. Neither EEACS nor parents or students shall make or maintain pictures or recordings of the course content or classroom activity or other group communication that is conveyed via the video conferencing services and/or learning platforms.
2. Parents shall make every effort to ensure that no one other than the student scheduled to participate in a video conference service can see or hear any conferences.
3. If parental or other third-party involvement in a video conference is necessary to enable a student to participate, the individual assisting the student shall not re-disclose any personally identifiable information about any student involved in the video conference.
4. If the parents' electronic equipment malfunctions in any way, the planned video conference will continue as scheduled.
5. The parties agree that this Agreement does not apply to the video- or audio-taping of any course material by teachers that have been or may be made available to students from time to time. If you choose to have your child NOT participate in any of the selected applications or web-based programs, please notify your child's Team Leader in writing.

Thank you for your continued support. Be well and stay safe.

Sincerely,

Bob Lysek, CEO