

COLĒGIA AND OUR VIRTUAL/DISTANCE LEARNING PROGRAM

Notice statement on privacy, security and confidentiality

Dear Parent:

The school may deliver virtual services to its students. Previous in-person services and educational support may now be provided remotely. Virtual, or distance learning, is when the school and the student are not in the same physical location. The school uses Colēgia and other technology to provide Remote Live Instruction (RLI), distance learning and other remote services. We make every effort to provide learning opportunities to all students. This includes students with disabilities. Our remote services include those that are accessible, appropriate and reasonable given the circumstances. We will provide remote services this school year and beyond.

The school provides educational services and support remotely. These services include RLI, digital device software management and security protocols. This benefits our students by improving access and availability to educational resources. This also ensures continued student learning.

Security protocols and privacy are our top priorities. The school provides, installs and maintains its software on student personal and school issued devices. This facilitates a secure online learning environment. The school uses available encryption, privacy modes and tools for authentication. We update our software and services to safeguard privacy. We use mobile device management (MDM) software with our online learning program. We use MDM for many purposes, including to troubleshoot issues and update software.

Students and parents are responsible for all school digital learning devices. You must safeguard school-issued devices. You are responsible for the repair or replacement of school-issued devices. If a school-issued device is damaged, altered, lost, stolen or unusable, you must immediately report this to the school. You will not attempt to repair school-issued devices.

The Family Educational Rights and Privacy Act (FERPA) protects student information. FERPA applies to the provision of virtual/distance learning educational services and support. The school will protect the privacy of student records as required by state and federal law. Further, we are committed to complying with the Children's Online Privacy Protection Act of 1998 and the requirements of the Children's Internet Protection Act. The school will also make all reasonable efforts to reduce confidentiality risks. But the school cannot guarantee privacy or security. Third-party applications may introduce privacy risks. Personal information could be disrupted or distorted by technical failures or by unauthorized persons.

It is important for you, and all participants, to make sure you find a private place for RLI to occur where your child will not be interrupted and is free of distractions (cell phones, television, other people). For the safety and security of all students, and to protect each student's privacy, it is prohibited for any participant to record (whether by digital, audio, or other means) or take photographs of the class, students, and/or instruction. The school will monitor and record class sessions, as necessary, for safety and security reasons. It is also important for you to protect the privacy of class instruction on your cell phone or other device for the privacy of your child and the other children in the class.

You agree to your student's participation in the virtual/distance learning program. You understand the guidelines, benefits and risks. You request that School provide, install and maintain its software, including MDM, on your student's digital learning device. You agree to provide remote access to student's digital learning device, as needed. Your use of Colēgia and participation in our Distance Learning program provides your consent and acceptance of these terms.