



**Colorado Springs School District 11 Annual Notification of Parents/Guardians Rights
School Year 2016-2017**

Children's Internet Protection Act (CIPA)

Colorado Springs School District 11 (the District) has policies and regulations concerning the use of the District's educational technology resources by students. The District operates its educational technology resources in full compliance with CIPA. In order to be granted access to the District's educational technology resources, a user must agree to follow the District's *Technology Resources and Internet Safety Responsible Use Policy*, as well as the accompanying regulations and exhibits (see the EHC policy, regulations and exhibits at the following link to the Board's policy web page: <http://www.d11.org/BOE/Policies/Pages/SectionE.aspx>). In general, this requires efficient, ethical, and legal use of educational technology resources. If a user violates the District's policies, regulations, procedures or guidelines, access to the District's technology resources may be denied and other legal or disciplinary action may be taken. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's technology resources.

This *Notification of Parents/Guardians Rights* serves as notification to Parents/Guardians required by CIPA. To review the EHC policy, regulation and exhibits that apply to students, please see <http://www.d11.org/BOE/Policies/Pages/SectionE.aspx>, or contact your school's principal. Parents/Guardians have the option of selective opt out of certain instruction pursuant Board policy IMBB, Exemptions from Required Instruction <http://www.d11.org/BOE/Policies/SectionI/IMBB.pdf>, and/or the use of technology or internet resources pursuant to exhibit EHC-E-7 <http://www.d11.org/BOE/Policies/SectionE/EHC-E-7.pdf>.

Student Records/Release of Information on Students

The Family Educational Rights and Privacy Act "FERPA" and Colorado law afford students over 18 years of age or attending college (adult students) and parents/guardians of non-adult students certain rights with respect to their student's education records. These rights are specified in more detail in applicable law and District policy (Board of Education Policy JRA/JRC is located at <http://www.d11.org/BOE/Policies/SectionJ/JRA.JRC.pdf>) and are briefly summarized below.

- A. The right to inspect and review the student's education records.** A parent or adult student making such a request must submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or adult student of the time and place where the records may be inspected.
- B. The right to request an amendment to student education records that the parent or adult student believes is inaccurate, misleading or otherwise violates the privacy rights of the student.** A parent or adult student may ask the District to amend a record by writing to the school principal or appropriate school official clearly identifying the part of the record they want changed and specifying why it is inaccurate, misleading or otherwise violates the privacy rights of the student.

If the District decides not to amend the record as requested, the District will notify the parent or adult student of the decision and advise them of their right to a hearing regarding the request for amendment.

- C. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent.**

Disclosure of personally identifiable information can be made without consent to the following persons or agencies:

1. School officials with a legitimate need to review an education record in order to fulfill their professional responsibilities. This may include the disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or well-being of the student or others. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
2. Officials of another school or school system in which the student seeks or intends to enroll. In this case, disciplinary information may be included.
3. Authorities named in FERPA and accompanying federal regulations, including Comptroller General of the United States, Secretary of Education and state educational authorities.
4. Anyone offering financial aid to the student.
5. State and local officials who are required to get specific information pursuant to state law if the disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released. If the state statute was enacted after November 19, 1974, the officials must certify in writing that the information will not be disclosed to any other person, except as provided by state law, without prior written consent of the parent or adult student.
6. Educational testing and research organizations for the purpose of administering student aid programs or improving instruction or predictive tests as long as confidentiality is maintained and such organizations are required to destroy records after they no longer are needed.
7. Accrediting institutions.
8. In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others.
9. Anyone if required by a court order or subpoena. However, where a Federal Grand Jury issues the subpoena, the District will make reasonable efforts to notify the parent or adult student prior to complying with the subpoena or court order.

10. Parties to litigation if the District initiates legal action against the parent or adult student. The District will make reasonable efforts to notify the parent or adult student in advance of the disclosure.
11. The School District may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent or adult student.
12. Directory information disclosed pursuant to section E Below.

D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
 Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

E. On occasion, the District photographs and records video/audio of individual students during school activities and uses these materials in publications, yearbooks, websites, social media sites and broadcasts over the District's cable channel identifying students with images, name, and school. The District also allows area media to enter the school to record on video/audio and/or photograph students in educational settings.

The right to refuse the release of any or all of student information.

The District is permitted by law to disclose student information without written consent of the parent or adult student. The parent or adult student has the right to refuse the release of student information if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than fifteen days after the school disseminates this note. Information which may be released is the student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent and previous education agency or institution attended by the student, photographs, video and audio recordings made during school hours, school events, and other similar information. Student telephone numbers and addresses will not be disclosed pursuant to Colorado law.

To refuse the release of personal information, as defined above, please send a written statement to the Principal's office of your school.

F. The District contracts with companies that provide various data services. These services are provided under the direction of the District. Contractors are required to follow all District policies, and state and federal laws regarding the confidentiality of information. Student information will be maintained in part on behalf of the District by contractors in order to provide assessment and research services to the District. Contractors and their employees will only have access to a student's personally identifiable information if they have a legitimate interest in the data. This information will not be disclosed to third parties, except as allowable under FERPA.

Eleventh and Twelfth Grade Students/Military Recruiter Opt-Out Form

Names, addresses and home telephone numbers of eleventh and twelfth grade students will be released to military recruiting officers unless a written request that such information not be released is received by the District. Please use the following to request that the District not release this information to military recruiting officers and return it to your High School Office or mail to the District's Records Management Center. Please note, if you are in the twelfth grade opting out for the first time, your name was likely on the recruiter list provided to military recruiters during the 2015/2016 school year. As a result, even if you opt out this year, there is a chance you will be contacted by a military recruiter. Please also note, once you submit an opt-out form, you will be permanently removed from the recruiter list, unless you make a specific request to opt back in.

I do not want the name, address or home phone number of the student listed below released to military recruiting officers.

Student's Name (please print clearly): _____

School attending: _____

Parent or Guardian's signature: _____

Complete this form and return your High School or mail before September 30, 2016 to:

**Colorado Springs School District 11
 Records Management Center
 870 Babcock Rd.
 Colorado Springs, Co. 80915**