

CONFIDENTIALITY

Any person working for or providing services to the District has a responsibility to protect the privacy of students and their parents. This responsibility applies to time spent at school as well as away from school. Questions from the general public concerning students or staff should be referred to an administrator.

Federal Requirements

District employees and service providers must follow confidentiality requirements under the Family Education Rights and Privacy Act (FERPA), *Pupil Protection and Rights Amendment (PPRA)*, *Children’s Online Privacy Protection Act (COPPA)*, and the Individuals with Disabilities Education Act (IDEA).

Information Release

Information concerning students shall only be released in accordance with the district’s policy on student education records and privacy (FGA). Information considered harmful, an invasion of privacy, or that is personally identifiable information shall not be released without appropriate consent or authorization under law and then only by an administrator. Before disseminating directory information, employees and service providers shall consult with administration to ensure the information is directory information and that it does not contain information about students who have opted out of directory information dissemination.

Violations

Employees that violate this policy may be subject to disciplinary action up to and including dismissal in accordance with district policy.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- *DEBF, Employee Speech*
- *DI, Personnel Records*
- *FGA, Student Education Records and Privacy*
- *FGA-E, Notice of Directory Information*
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