

# STUDENT DATA PRIVACY FLOWCHART

Data Privacy laws can be confusing. Use this flowchart to help guide you in making decisions about the applications you can use with your students. Always follow our Acceptable Use Policy@

NEVER provide any educational record data such as grades, behavior, IEP, or 504 information to applications other than those approved by SLOCOE!

"I found a great, age appropriate, education app. Can I use it?"

## What is Sensitive Student Data?

Sensitive personal student data includes, but is not limited to: first name, last name, DOB, email address, home address, phone number, SSN, test results, special education data, grades, medical records, text messages, documents, search activity, geolocation info.

Does this app collect sensitive student data?

No

Proceed with caution. It is advised that you always inform your administrator of all applications you will be using.

Yes

Will I be using it with students under 13 years of age?

No

Is the sensitive data displayed publicly?

No

Is the data used for anything other than education purposes?

No

Yes

Yes

Yes

**STOP!**  
Refer to SLOCOE policy. Ask permission.

Is the data sold to third parties?

Yes

No

Is the student information used for advertising?

Yes

No

Proceed with caution! ALWAYS monitor for changes to Terms and Conditions! It is always a good idea to let your administrator know what apps you will use.

When in doubt, check with Tech Services for clarification.