Dear Parents and Guardians,

Below is a list of online learning tools that one or more of your student’s educator(s) plan to use to deliver instructional materials and enhance your child’s education at [school name]. In the interest of transparency and to ensure you are informed about the district’s use of these resources, we wanted you to be aware of what they are, how they will be used in your child’s classroom(s), and how any information collected from these programs will be appropriately used and safeguarded.

[Optional language: Since our district was unable to verify some of these tools were compliant with our student privacy legal obligations, the Family Education Rights and Privacy Act (FERPA) requires your consent for the use of the tools below that collect information included in your student’s education records or other information that could be personally identifiable to your student (including, but not limited to, name and age).]

[Optional language: Under [insert state] law, our school/district is also required to [insert description and requirements], e.g., Under Colorado's student privacy law, schools are required to list the apps and programs students use in the classroom. (C.R.S. § 22-16-107), Under New York's student privacy law and accompanying regulations, both edtech companies and schools are required to comply with the NIST Cybersecurity Framework. (8 NYCRR part 121).]

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| --- | --- | --- |
| Website or Online Tool | Brief Summary of Educational Purpose/Use | Link to Privacy Policy or Terms and Conditions |
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Please take a moment to review the websites and online tools we plan to use, as well as what personal information the site collects on each term of service. Some resources that may help you in making this decision are listed below:

* [Common Sense Privacy Program](https://privacy.commonsense.org/) provides expert evaluations of edtech tools’ privacy policies to assess the websites and online tools listed above as well as others you may be considering using with your student.
* For edtech tools not yet reviewed by the Common Sense Privacy Program, try [PriBot](https://pribot.org/), a chat bot that uses artificial intelligence (AI) to simplify complex privacy policies.
* Another useful tool is [ToS;DR](https://tosdr.org/) (Terms of Service; Didn’t Read), which rates and labels online services’ terms of service and privacy policies on a scale from A to E.

If you have any questions or concerns, please visit [insert url] or contact the district’s [insert party responsible for student privacy, e.g., Chief Information Officer] [insert name] at [insert email/phone number].

After reviewing, please sign to acknowledge that you have reviewed and understand the district’s policies and practices with respect to your student’s access to online educational resources, and that you have been provided with access to each online resource provider’s terms and conditions of service. Please return this form to [school name] by [date]. [Optional language: This serves as your permission for your student to have access to the above-listed sites and tools as well as your permission for us to upload your student’s necessary information into the application(s).]

Sincerely,

[Name]

[Title]

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Optional language: Student ID:]

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_