Louisiana takes student privacy and security seriously. Please consider the following when moving to distance learning.

Teacher - Student Electronic Communications
La. R.S. 17:81 requires each school system have a policy that addresses electronic communications between students and staff.

Next Steps:
1. Review the existing policy.
2. Adjust if needed.
3. Communicate the policy to staff.

School Devices
When issuing school devices to students, it is important to review the Children’s Internet Protection Act (CIPA) requirements. Any school that receives E-rate discounts is required to have technology protection measures that filter and monitor for inappropriate online content. Additionally, the Department has developed template agreement language that can be leveraged when issuing devices to families.

Next Steps:
1. When providing a MiFi be sure to choose the CIPA compliant option.
2. Consider options to protect devices provided such as a parent agreement and/or tracking software.

Online Resources or Tools
Privacy and security are important when using any online resource. Consider the following.

1. Will the online tool collect information about the student? If so, ask parents to review the information and determine what they are comfortable with providing.
   a. When in doubt, seek parental consent (Example).
   b. Control use of students’ names (use only first name or a nickname).
2. When using video conferencing tools,
   a. consider using the invitation option or the password option to ensure only those invited will have access.
   b. develop guidelines (no recording the conference, no photographs, no screenshots, use only first names, control the chat box, manage student conversation, etc.).
   c. ensure that you know how to mute video and audio and are ready to do so.
3. If you choose to record your classroom in person or with conferencing tools,
   a. try to keep students out of the video.
   b. get parental consent in advance (Example).
4. When conducting virtual small group instruction for students with disabilities, please review this guidance.

For additional information regarding online learning, please see the Privacy Technical Assistance Center’s guidance.

REMINDER: “Any person who provides or assists in the teaching, training, and supervision of a child” is a “mandatory reporter” per Children’s Code CHC 603. Staff does not have to decide if a child’s health or safety is compromised; reporting is confidential and handled by professionals, and they can make that decision. However, if in doubt, staff are required to report directly to DCFS 1-855-4LA-KIDS (1-855-452-5437). For more information visit the DCFS website.

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