

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](#).

