**GOAL Academy**
**Student Data Privacy and Protection Policy**

**Section:** J: Students
**Policy Number:** J-9
**Policy Name:** Student Data Privacy and Protection Policy
**Approval Authority:** Board of Directors
**Responsible Executive:** Chief Information Officer
**Responsible Office:** Chief Information Officer
**Originally Issued:** 7/31/2018
**Revisions:**

1. **Policy Statement -** The GOAL Academy Student Data Privacy and Protection Policy exists to protect and preserve the confidentiality of student records and the privacy rights of both students and parents/guardians with respect to information collected by GOAL Academy and its third-party partners. In addition to this Student Data Privacy and Protection Policy, GOAL Academy also observes compliance with all federal and state laws regarding data privacy.

2. **Reason for Policy –** This policy provides general provisions for protection of student data and privacy and provides a consistent GOAL Academy policy regarding protection and control of student data and privacy.

3. **Who Should Read This Policy –** All members of the GOAL Academy Community.

4. **Related Documents**

5. **Contacts –** Chief Information Officer

**Policy**

**<u>Definition of Terms</u>**

**GOAL Academy**: Referred to as School, GOAL, or GOAL Academy. GOAL Academy is a public charter school in the State of Colorado authorized by Falcon School District 49.

**Parent**: Includes a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.

**Student**: Any current or former GOAL student.

**Eligible Student**: A student who has reached 18 years of age or is attending a postsecondary institution at any age.

**Legitimate Educational Interest**: Any school situation that requires a decision that may affect the student.

**School Officials**: Any school employees identified by the administration staff and the Board of Directors. Can include, but is not limited to: administrators, teachers, paraprofessionals, counselors, social workers, administrative assistants, and educational leaders.

**Education Records**: Any record, file, document, or other material that contains information directly related to the student and is collected and maintained by the School. There are exceptions to Education Records, including records of School personnel, records maintained for security purposes, records made available to a staff member through the normal course of business that are not available to any other School employee, and records that only contain information about a student's status after he or she is no longer a student at GOAL

**Directory Information**: Information that is generally considered non-harmful if disclosed. Can include name, address, telephone listing, electronic mail address, photograph, date and place of birth, field of study, participation in activities, dates of attendance, previous institutions attended, weight and height of members of athletic teams, degrees, honors, and awards received and media materials made during school hours or during school events.

**Student Personally Identifiable Information (PII):** Information that can, alone or in combination, personally identify a student or a student's parent or guardian and is information that is collected by GOAL. Can include the following:

1. Name of student and names of parents/guardians.
2. Student and parent telephone number and address.
3. Personal identification number, such as Social Security Number, SASID, or student SISID number.
4. Personal traits or characteristics of a student, which makes identification of students easier for School staff.
5. Records or information received from sources outside of GOAL Academy that contains material information similar to information collected by GOAL Academy.

**Security Breach:** Unauthorized disclosure of PII or Education Records by either School staff or a third party.

**School Service Contract Provider (or Contract Provider**): A third-party entity that enters into a formal contract with GOAL Academy to provide a school service.

**School Service On-Demand Provider (or On-Demand Provider):** A third-party entity that provides a school service on occasion to GOAL Academy, containing standard non-negotiable terms and conditions of service.

**<u>Access to Student Records</u>**

1. **Eligible Students:** Any eligible student of GOAL Academy has the right to inspect and review their education records. Parents or guardians of eligible students must receive written permission from the eligible student before they may receive or review any education records. Except GOAL Academy may provide an eligible student's parents with access to education

records, without the student's consent, if the student is claimed as a dependent for IRS tax purposes.

2. **Non-adult Students (Students):** Parents or guardians of students may inspect the student's education records at any time. A request must be made to the GOAL Academy Registrar's Office, at registrar@goalac.org.

3. **Timeline to Deliver Records**: The GOAL Academy Registrar's Office has up to 45 calendar days to fulfill a request for a student's educational records.

4. **Criteria for Records Requests**: Any parent or guardian making an official request to inspect a student's education records must present evidence that they are entitled to the student's education records. GOAL Academy staff will use reasonable methods to authenticate the identity of the parent or guardian before records are released.

5. **Fees for Records Requests:** GOAL Academy does not charge fees for records requests.

**Disclosure of Student Records with Written Consent**

Whenever GOAL Academy is required by law or policy to seek written consent prior to disclosing PII from a student's education record, parents, guardians, or eligible students will receive a notice containing:

1. Specific records to be disclosed.
2. Specific reasons for such disclosure.
3. Specific identity of any person, agency, or organization requesting such information and the intended usage of the information.
4. The method or manner by which the records will be disclosed.
5. The right to review or receive a copy of the records to be disclosed.

The parent, guardian, or eligible student's consent will only be valid for the specific instance for which it was given. Consent for a student to participate in any school-sanctioned program or activity will not constitute the written consent required by this policy.

**Disclosure of Student Records Without Written Consent**

GOAL Academy may disclose education records or PII without written consent of a parent, guardian, or eligible student if the disclosure meets one of the following conditions:

1. The disclosure is within GOAL Academy itself and is to a school official with a legitimate educational interest in the student records. Only school officials with a legitimate educational interest as described in this policy will be permitted to access specific student education records.

2. The disclosure is to officials of another school, district, or educational institution that has officially requested the records and in which the student seeks to enroll or has enrolled.

3. The disclosure is to an authorized representative of the Colorado Department of Education.

4. The disclosure is in connection with a student's application for, or receipt of, financial aid.

5. The disclosure is to state and local law enforcement agencies in support of criminal or civil proceedings against or for the student.

6. The disclosure is to organizations conducting studies to develop, validate, or administer predictive tests to benefit instruction for GOAL Academy.

7. The disclosure is to accrediting organization for purposes of accrediting GOAL Academy.

8. The disclosure is to the parent of an eligible students for IRS tax purposes.

9. The disclosure is for emergency purposes, if the information is necessary to protect the health and safety of the student or others.

10. The disclosure is to comply with legal action or lawful subpoena. GOAL Academy will make reasonable efforts to notify the parent, guardian, or eligible adult student unless specified in the legal action or subpoena.

11. The Disclosure is related to directory information and is not generally considered harmful.

**Disclosure of GOAL Academy Disciplinary Information**

In compliance with Colorado law, a GOAL school official may communicate and share disciplinary information concerning any student enroll at GOAL Academy with any other school official who has direct contact with the student.

Any school official who has access to the student disciplinary information shall maintain the confidentiality of the information and shall only share with other school officials who have a need to know the information as a normal part of their duties. Failure to maintain the confidentiality of this information may be subject to disciplinary procedures as described within the GOAL Academy Staff Handbook.

Students and parents/guardians may challenge the accuracy of the disciplinary information through a school official.

**Disclosure to Military Recruitment Agencies**

Directory information and other generally non-harmful information will be released to military recruitment agencies within 90 days of the request by a military recruitment agency. Parents, guardians, and eligible adult student may request that such information is not released by submitting a request to the Senior Director of Accountability.

**Disclosure for Medicaid Purposes**

For all students enrolled in the Colorado Medicaid program, GOAL Academy shall release directory information containing the student's name, date of birth, and gender to Colorado's Medicaid agency to aid in the verification of Medicaid eligibility. Written consent will be obtained for the release of non-directory

information. To accomplish the need for written consent, school officials may gather one or more of the following:

1. Consent form during fall enrollment
2. Consent form during IEP formation
3. Consent form with any other enrollment package information
4. Consent form specific to Medicaid purposes.

**Opt-Out of Directory Information**

Parents and eligible students may opt out of directory information by notifying GOAL Academy in writing by sending an email to the Senior Director of Compliance during the enrollment process.

**Governing Laws**

GOAL Academy complies with the Family Educational Rights and Privacy Act (FERPA), the Child Internet Protection Act (CIPA), the Children's Online Privacy Protection Act (COPPA), and the State of Colorado Student Data Transparency and Security Act.

In the event that any GOAL Academy policies do not address a specific provision in State or Federal laws or is inconsistent in the application of policies according to State or Federal laws, the provisions in the applicable State or Federal laws shall control and apply.