

Your Obligations

- Conduct a seminar/workshop informing your staff of Acts 67 and 837 concerning student PII (Personally Identifiable Information).
- Staff is prohibited from emailing student PII. Only the first three letters of the students first and last name, the month and day of their birthday, along with their unique ID may be used in an email to identify a specific student.
- It is the responsibility of each person to erase any PII data from their work computer in a timely manner. “Your computer” means any computer that you are the user of, and any file space you have on shared systems or servers. **System administrators will NOT examine users’ files; this is the responsibility of each user.**
- No home computers or external media are to contain files containing student PII.
- You will need to have each JCampus user sign a Student Records Confidentiality Agreement.

Note: Violations of Acts 677 or 837 are subject to fines up to \$10,000 and mandatory imprisonment for up to 6 months.





PII

What is PII?

**Personally Identifiable
Information**

Act 677 defines PII as information about an individual that can be used on its own or with other information to identify, contact, or locate a single individual.

A students' full name, birthdate, and social security number are considered to be PII.

Act 837 provides for limitations and prohibitions on the collection and sharing of student information, and that LEAs implement additional processes to protect student information. It also prohibits LEAs from requiring the collection of non-academic data about students such as political affiliation and religious practices.

Act 837 Permits LEAs to share personally identifiable information about students with external entities after June 1, 2015 as long as the data sharing meets one of the law's limited exceptions:

- The parent has given written consent to share that information.
- A person authorized by the state to audit processes, including student enrollment counts.
- LEAs contract for student and other education services (Use of Software) that include specific terms outlined in the law. Signed contracts with vendors that include the specific terms outlined in Act 837 must be on file with NPSB.

Pursuant to **Act 677** and **Act 837**, Local Educational Agencies are required to make information about the transfer of students' personally identifiable information (PII) available to parents and guardians.

NPSB is currently preparing a list of programs and software vendors that utilize student's PII; this list will be posted on the NPSB webpage as soon as possible.

Examples of Software Vendors NPSB currently use are:

Clever

Destiny (Library Software)

Discovery Education

ECCO (Transportation)

EAGLE

Life Touch Photography

LOSOFA (Louisiana Office of Student Financial Assistance) and BOR (Board of Regents) for students to be considered for financial aid, including TOPS, and post-secondary admission

MCS (School Food Service)

Provine Pictures

Read 180

Renaissance Learning (Accelerated Reader and Accelerated Math)

If you need student data exported/loaded into a software package, please contact Adrienne Theus concerning information about legal obligations/contracts/privacy agreements with the vendor. This information must be on file with Central Office before any data can be shared.

Act 837 Also required the Louisiana Department of Education to create a unique statewide student identifier system by May 1, 2015.

The unique student identifiers must not include or be based on social security numbers, and students must retain their unique identifier throughout their tenure in Louisiana public schools.

Beginning 2014-2015 Unique student IDs were assigned to all students enrolled in public schools and are assigned to all newly enrolled students each year.

All currently enrolled students have been assigned unique student IDs, as new students enroll each will be assigned a unique IDs.

Beginning with the 2018-2019 school year, all 8-12 grade students were issued consent forms to be signed and returned allowing NPSB to share data. Consent forms are again to be issued to 8-12 grade students for the following school years.