

Privacy Matrix

How Do I Use Web 2.0 Tools in the Classroom?

Capture appropriate privacy releases

Use approved services, software, and vendor

Follow WCPSS Policy and R&P

Privacy Matrix	Permission needed	You must	Discussion Opportunities
Use a wiki, blog, etc.	None	<ul style="list-style-type: none"> ➤ Verify students are eligible by ensuring that parents have not denied Internet and/or e-mail access ➤ Use approved software and/or vendor ➤ Follow the WCPSS Guidelines for Classroom Based Internet Activities in Board Policy 2313 R&P 	<ul style="list-style-type: none"> ➤ Explain classroom rules ➤ Discuss why is privacy is important online <ul style="list-style-type: none"> a. Protection from themselves , sharing too much information (identity theft, unauthorized credit card use) b. Protection from others (naughty people) (Predation is no longer just an ES issue) c. Protection from each other (cyberbullying) ➤ Explain how and where students are expected to report issues ➤ Discuss potential downfalls of password or account sharing (cyber harassment via another's account)
Add (group) photographs	None	<ul style="list-style-type: none"> ➤ Verify that the images are of groups of children where individuals are <u>unrecognizable</u>. For example, a picture taken from the back of the classroom showing the entire class would be acceptable; close-ups of students would be unacceptable 	
Display student created work (artwork, digital content, etc.)	None if no name will be present	<ul style="list-style-type: none"> ➤ Verify the students name does not appear 	
	Photo/Name release form where name appears	<ul style="list-style-type: none"> ➤ Obtain consent from student's parent 	
Add student photographs, movies, or images where students are personally identifiable	Photo/Name release form - photo portion	<ul style="list-style-type: none"> ➤ Obtain consent from each student's parent 	
Use student names	Photo/Name release form - name portion	<ul style="list-style-type: none"> ➤ Obtain consent from each student's parent 	

Photo/Name Release for Web Site Development form allows consent for an entire school year

Directory information (information that is generally releasable without parental or eligible student permission)

- Student's name
- Grade
- The school the student is attending or most recently attended
- Dates of attendance
- Date of graduation
- Awards received
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

Annually, parents and eligible students will be given an opportunity to object to release of directory information. If an objection is made, then no directory information about that student will be released.

Separate consent must be obtained prior to releasing (posting, sharing) non-directory information about a student

- taken from 6300, Maintenance, Review, and Release of Student Records

Classroom Activities

The Internet is no longer simply a resource for students to retrieve or pull information. The Internet is increasingly used for the pushing and exchanging of information. Interactive tools allow collaboration and exposure beyond the traditional walls of a classroom. Although interactive tools may bring increased benefit to students, they also produce increased risks, as the posted information may be publicly available. Thus, use of interactive Internet tools requires additional planning and supervision.

Student involvement with interactive Internet tools is required to be teacher directed. Management, monitoring, and responsibility for "posted content" lie with the individual teacher sponsoring the activity.

Students retain all rights and ownership of content published under their chosen pseudonym. Posted content encompasses a variety of items including but not limited to artwork, opinions, comments, and written papers.

WCPSS Guidelines for Classroom Based Internet Activities

- Remain personally anonymous (use pseudonyms for employees and students)
- Ask for pseudonyms that are not used elsewhere as they may be cross referenced and used for identification purposes
- Keep the school and district anonymous
- Review content prior to posting when technically possible, e.g. podcasting
- Monitor ALL posted content
- Use password protected services where possible
- Change the "global" password often, e.g., wiki password – universal password used by a group of people to access a site
- Require that students log in when posting or editing
- Check videos or photos for identifying information such as clothing, school banners, mascots, etc.
- Check for student names on items such as reports and artwork
- Never pair images with names
- Check prior to posting any student information that
 - It is authorized (Check the "do not share" directory requests from parents or guardians)
 - Separate consent has been obtained prior to posting non-directory information about a student (such information cannot be released without prior written consent)

- taken from 2313 R&P, Employee Acceptable Use of Electronic Resources