

## ANNUAL NOTICE TO PARENTS & STUDENTS

[DISTRICT LETTERHEAD]

[DATE]

Dear Parents and Students:

This letter serves as the District's annual technology privacy notice consistent with Ohio Revised Code Sections 3319.325 - .327.

### Technology Provider Contracts

Below, please find a list of all technology providers that have access to students' educational records for the purpose of providing curriculum, testing, or assessment services. If you wish, you may review a complete copy of the District's contract with any of the below technology providers, ask questions, or relay concerns by contacting [DISTRICT CONTACT] at [EMAIL ADDRESS].

- [Name of Technology Provider]
  - Access to the following educational records: [List of educational records to which this particular technology provider has access (e.g., assessment results or cumulative file)].
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### General Monitoring of School-Issued Devices

Please be aware that the District, either directly or through a technology provider, is electing to generally monitor all school-issued devices (as that term is defined by R.C. 3319.325). The monitoring will include the following features: location tracking and student interactions with school-issued devices (e.g., keystrokes and web-browsing activity). The District generally monitors these features for the noncommercial education purpose of instruction, technical support, and/or exam proctoring. Additionally, these features are generally monitored as a necessary precaution for preventing and/or responding to threats to life or safety.

## 72-HOUR STUDENT DATA ACCESS NOTICE

[DISTRICT LETTERHEAD]

[DATE]

Dear Student and Parents:

This letter serves as the District's notice that on [Date], the District accessed [Student]'s technology data consistent with Ohio Revised Code Sections 3319.325 - .327. Below, please find the details of the District's access of this data.

Triggering Circumstances:

[Describe the events which led the District to access the Student's data. Remember that the circumstances must fit within one of the exceptions set forth in R.C. 3319.327(B).]

School-Issued Devices Accessed:

[List the "school-issued devices" that were accessed. Remember to include any hardware, software, devices, and accounts that the District provided to Student for his/her dedicated use."]