

1 Pupil Online Personal Information Protection

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3 Compliance

4 The School District will comply with the Montana Pupil Online Personal Information Protection
5 Act. The School District shall execute written agreements with operators who provide online
6 applications for students and employees in the school district. The School District will execute
7 written agreements with third parties who provide digital educational software or services,
8 including cloud-based services, for the digital storage, management, and retrieval of pupil
9 records. The written agreements will require operators and third parties to the School District for
10 K-12 purposes or the delivery of student or educational services to comply with Montana and
11 federal law regarding protected student information. All pupil records accessed by the operator
12 or third party during the term of the agreement or delivery of service to the application will
13 continue to be the property of and under the control of the school district.

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15 Operators of Online Applications

16 Operators providing online applications to the School District shall not target advertising to
17 students, sell student information, or otherwise misuse student information. Operators shall not
18 use information to amass a profile about a pupil, except in furtherance of K-12 school
19 purposes. Operators shall not sell a pupil's information, including protected information unless
20 authorized by law. Operators shall not disclose protected information unless the disclosure is
21 made in accordance with School District policy, state or federal law, or with parent consent.
22 Operators shall implement and maintain reasonable security procedures and practices appropriate
23 to the nature of the protected information and safeguard that information from unauthorized
24 access, destruction, use, modification, or disclosure. Operators shall delete a pupil's protected
25 information if the school or district requests the deletion of data under the control of the school
26 or district.

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28 Third Parties Providing Software and Services

29 Third parties providing digital education software and services to the School District shall certify
30 that pupil records will not be retained or available to the third party upon completion of the terms
31 of the agreement. Furthermore, third parties shall not use any information in pupil records for
32 any purpose other than those required or specifically permitted by the agreement with the
33 operator. Third parties shall not use personally identifiable information in pupil records to
34 engage in targeted advertising.

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36 Third parties providing digital education software and services to the School District shall
37 provide a description of the means by which pupils may retain possession and control of their
38 own pupil-generated content. Third parties shall provide a description of the procedures by
39 which a parent, legal guardian, or eligible pupil may review personally identifiable information
40 in the pupil's records and correct erroneous information. Third parties shall provide a description
41 of the actions the third party will take, including the designation and training of responsible
42 individuals, to ensure the security and confidentiality of pupil records. Third parties shall provide
43 a description of the procedures for notifying the affected parent, legal guardian, or pupil if 18
44 years of age or older in the event of an unauthorized disclosure of the pupil's records;

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Failure to Comply and Legal Review

An operator's or third party's failure to honor the law, agreement or School District policy will result in termination of services. The School District will report any operator who fails to honor the law to the appropriate authorities for criminal prosecution.

All contracts and agreements executed under this agreement will be reviewed by the School District's legal counsel.

Cross Reference: Policy 3600 – Student Records
 Policy 3650F- Model Agreement

Legal Reference: Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R.
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 Montana Pupil Online Personal Information Protection Act, Title 20,
 chapter 7, part 13, MCA

Policy History:

Adopted on: March 2020

Revised on:

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