

## District photo/video procedures

Anoka-Hennepin employees, volunteers, representatives of the media and others may occasionally take photos and videotape students. These photos may be used in newsletters, newspapers, programs, yearbooks, brochures, on television, on web pages, in educational videos, and other appropriate uses.

Parents/guardians may choose to limit the use of the child's photo. When a child enrolls in the Anoka-Hennepin School District, parents/guardians will be informed that their child's photo is public data. Parents/guardians may choose to limit the use of their child's photo. They will be asked to choose either of the following options regarding photos:

- **Partial Restriction:** A child's photo will be taken and used only for the school yearbook (individual and group photos for class and activities), the class photo and school identification records.
- **Full Restriction:** A child's photo will be taken but used only for internal school identification records; it will not be used in the school yearbook/class photo.

The parents'/guardians' choice will be recorded in the child's records. Parents/guardians may change their photo option choice at any time by completing a new photo option form, which is available from their school.

### *Guidelines for use of photos, student names, student work in school and school district publications*

(print, electronic, video)

#### **May we use photos of students on our web site?**

**Yes.** District policy allows use of student photos on classroom, school and school district websites unless parents have requested a restriction. Students may be identified by their full name.

#### **May student work be used on our web site?**

**Yes.** Student work may be used. It may be identified by first and last name.

#### **May student names be used on our web site?**

**Yes.** First and last names may be used.

#### **May school or student newsletter/newspapers be posted on school web sites?**

**Yes.**

## This document is an overview

This document is designed to provide Anoka-Hennepin employees with general guidelines about protecting student privacy. It does not address all of the laws and policies related to student records and data privacy. For more information on student data, contact your principal/supervisor, Director of Technology and Information Services, or the District General Counsel.

Anoka-Hennepin's Student Records Policy is available on-line at [www.anoka.k12.mn.us](http://www.anoka.k12.mn.us). Go to the School Board section and click on School Board Policies. (500 students)



ANOKA-HENNEPIN  
SCHOOLS  
*A future without limit*

*Anoka-Hennepin School District, in compliance with current statutes and regulations, and in recognition of its obligation to provide equal educational and employment opportunities for all persons within its jurisdiction, affirms that it will not discriminate on actual or perceived race, color, creed, religion, national origin, sex/gender, marital status, disability, status with regard to public assistance, sexual orientation, age, family care leave status or veteran status.*

*Upon request, Anoka-Hennepin will endeavor to provide reasonable accommodations to individuals (staff, students and their families, and community members) with disabilities so they can participate in the district's programs, services and activities. Individuals with disabilities should notify the American with Disabilities Act coordinator or contact their building principal if they have a disability requiring special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program or meeting. Students who are disabled consistent with the definitions set forth in Section 504 of the Rehabilitation Act of 1973 will be identified, evaluated and provided free and appropriate public education, regardless of the severity of their handicap.*

*All applicants and employees seeking employment with Anoka-Hennepin, will receive equal opportunities. This applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment.*

*If requested, this brochure will be provided in an alternate format for individuals with disabilities or in another language for individuals whose primary language is not English. A minimum of three days notice is needed. Please call the Family Welcome Center at 763-506-7928 to request an alternate format or language.*



# Safeguarding Privacy:

## A Briefing on Student Information

### You are responsible

Anoka-Hennepin School District employees, volunteers and others working on behalf of the district who use student data are responsible for protecting student privacy. This responsibility extends to the access, use, release and disposal of any information on students.

## *Your role in safeguarding student privacy*

Administrators, teachers, counselors, substitutes, support staff, temporary workers, or outside agency staff may have access to selected student information on a **need to know** basis, and/or pursuant to law.

## *“Directory Information” is public information*

All data on students maintained by the school district, or by persons acting for the school district are private. The only exception is “directory information,” which has been designated by the district as public information.\*

### **Directory information is:**

- Name and photo.
- Name of school(s) attended.
- Date of birth.
- Grade in school.
- Participation in officially recognized activities and sports.
- Awards and honors.
- Weight and height of members of athletic team.
- Dates of attendance (enrollment dates).
- Last grade completed.
- Date of graduation.

\*Parents/guardians may restrict directory information by notifying the district in writing.

### **Desk Drawer Exception**

Records maintained by instructional personnel which are in their sole possession and are not accessible or revealed to any other individual except a substitute teacher and are destroyed at the end of the school year are not considered to be public data.

### **Written permission required**

With some limited exceptions, all agencies (such as post-secondary schools, employers, social agencies, police) or persons (including grandparents) must have written permission from the parent/guardian in order to gain access to the student’s records (except for directory information).

## *Student Information - What is it?*

Student information is all data (paper and electronic), collected and maintained by school district, which relates to the individual student.

- No one may access private student information unless the employee’s work assignment requires it.
- Student information must be used to further the educational needs of students.

### **Privacy is a legal and professional expectation**

- Keeping student information confidential is vital to professionalism.
- The federal Family Education Rights and Privacy Act (FERPA) and the Minnesota Government Data Practices Act (MGDPA) mandates the privacy of student information.
- The code of ethics for Minnesota teachers states that “a teacher shall disclose confidential information about an individual only when a compelling professional purpose is served or when required by law.”
- Failure to safeguard student information may result in disciplinary action.

### **Be careful what you share**

Student information must remain confidential in all communications; oral, written and electronic. Under no circumstance should private information be the topic of conversation in a public space, including public forums on the Internet. Any information acquired regarding a student while working in a school or while assisting at school functions should be kept confidential. Personally identifiable information must never be discussed with friends, neighbors or family.



### **Important reminders**

- Keep confidential all student information unless classified as directory information, and the student has not opted out of directory information.
- Be especially cautious about the inadvertent release of student information, e.g. leaving a document with private information on a desk or open on a computer.
- Keep electronic devices such as cell phones and iPads secure and access-password protected.
- Protect viewability of computer screens and lock access when away from your work station.
- Immediately retrieve printed material.
- Information that identifies any individual student must be disposed of properly (i.e. shredded).