



**LOUISIANA ACT 837 LAW REVIEW:
COLLECTION AND SHARING OF STUDENT
INFORMATION**

Training for Calcasieu Parish School Board Employees

WHAT IS ACT 837?

The legislature recently passed Act 837, which provides for limitations and prohibitions on the collection and sharing of student information, also known as personally identifiable information (PII), with external entities.

WHAT IS PERSONALLY IDENTIFIABLE INFORMATION (PII)?

Act 837 says PII is any information that can be used to identify individual students such as:

- **Data that can trace back to an individual's identity, such as full name, Social Security number, date and place of birth or biometric records (e.g., height, weight)**
- **Medical, educational, financial and employment information**
- **Two or more pieces of information that when linked together can determine an individual's identity**

NAME
 AGE
 GRADES
 SS NUMBER
 SPED STATUS
 TEST SCORES

ACT 837 REQUIREMENTS

A school district is allowed to share student PII with external entities as long as the sharing falls under one of the following categories:

- The district forms a data-sharing agreement (contract) with an external entity offering student/educational services.
- The parent/guardian gives written consent (opt-in) to allow the district to share student PII with non-contracted external entities.

WHAT QUALIFIES AS AN EXTERNAL ENTITY?

Examples of the two types of external entities may include:

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| <ul style="list-style-type: none">• Contracted services and applications:<ul style="list-style-type: none">• Accelerated Reader• EdGear (JCampus)• CPSB Data Warehouse• DIBELS• School Messenger• Renaissance Learning• MyOn Reader• Scantron | <ul style="list-style-type: none">• Non-contracted services and applications:<ul style="list-style-type: none">• Google Docs• ClassDojo• Hudl• Picture printing services (Walgreens, Photobucket)• Dropbox• YouTube, School Tube• Social Media• Publications/Print Material |
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ACT 837 IMPLEMENTATION

How will ACT 837's requirements change our data sharing behaviors in Calcasieu?



CPSB EMPLOYEES & DATA SHARING

- **CPSB employees may continue to use student PII with contracted external entities that have data-sharing agreements with the district.**
- **The district will continue to expand the list of contracted services/applications.**
- **Employees may continue to use non-contracted external entities if...**
 - **The student has parental consent on file**
 - **Or...student PII is removed from the data (recommended)**

CPSB EMPLOYEES & DATA SHARING

- **Employees should remove all previously uploaded student PII and class information from non-contracted external entities. Examples:**
 - **Old ClassDojo classes**
 - **Outdated Google Docs files**
- **All CPSB employees must read and sign a statement of assurance acknowledging training on Act 837.**
- **Schools/Employees must use the Software & Device Evaluation form before purchasing/downloading any new services or software.**

PROTECTING OUR STUDENTS

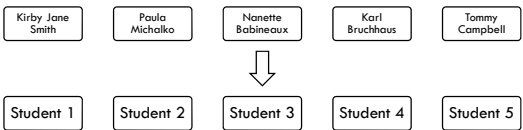


PARENTS & GUARDIANS OPTING OUT

- A letter of consent is required in grades 8-12 for sharing information with the state for TOPS eligibility.
- Starting June 1, 2015, all parents, guardians and students over 18 must provide written consent to allow the district to share PII with non-contracted external entities.
- **CPSB employees must review a student's data-sharing preferences in JCampus before distributing PII to a non-contracted external entity.**

DATA MANAGEMENT ALTERNATIVES

- Employees may continue to use non-contracted services/applications for all students if they remove PII from student data. For example, an employee may assign a random number/name to each student to use when entering student data into non-contracted services.



PENALTIES FOR VIOLATING ACT 837

Following the requirements of the new law is simple, but the penalties for violating Act 837 are severe:

- Up to \$10,000 in fines
- Imprisonment



Each employee is personally liable; not CPSB!

ACT 837 REVIEW

- **Employees may share student PII with contracted external entities.**
- **Check the district's website for the contracted external entities. <http://www.cpsb.org/Page/6807>**
- **Review each student's data sharing preferences in JCampus before using non-contracted services/apps.**
- **More information available online at [Louisiana Believes](#).**
