What is Directory Information?

The Family Educational Rights and Privacy Act (FERPA), a federal law, as well as the Code of Maryland Regulations (COMAR 13A.08.02), a state regulation, permit the disclosure of Directory Information from a student's education record without the parent's prior written consent unless the parent has opted out of such disclosure. As defined in *Superintendent's Rule 5230 and Rule 6202, Attachment – Student Privacy Options,* Directory Information is personally identifiable information that would not generally be considered harmful or an invasion of privacy if disclosed.

Directory Information includes:
- Student first and last name
- Major field of study
- Dates of school attendance
- Participation in official activities and sports
- Grade level
- Weight and height of athletic team participants
- School enrollment status
- Degrees and awards received
- Most recent school attended
- Photographic, video or electronic images

Are parents required to complete *Student Privacy Options*?
No, BCPS implements practices to ensure the privacy and security of student information. Parents are not required to select student privacy options.

When might student Directory Information be shared?
Student's Directory Information may be shared in school publications, BCPS systemwide publications, with outside news media and other third party organizations, such as a community or parent organization.

On the *Student Privacy Options* form, if 'Opt out of disclosure in school publications' is selected, will the student appear in the yearbook?
No, when opting out of sharing Directory Information in school publications, the student will not be included in all of the following publications:
- lists of students participating in officially recognized activities and sports, which may include playbills, programs or rosters;
- lists of students receiving honors, awards and scholarships;
- rosters of athletic teams, which may include a team member's name, height and weight;
- lists of students with degrees conferred and awards received;
- school newsletters, yearbooks/memory books;
- school/classroom displays; or
- school brochures.

Can parents opt-out of having student information published on social media only?
No, by selecting 'BCPS/Systemwide and School Communications' the student directory information would be excluded from appearing on BCPS/school television, BCPS/school Web site, BCPS/school social media, and other BCPS/systemwide and school communications.

Can parents opt-out of having student information published in local newspapers and on local/national television?
Yes, by selecting the 'Opt out of disclosure to outside news media organizations' and the 'Photography/Filming by Outside News Media Organizations Opt-Out' preferences. Note: Selecting these preferences will exclude students from recognition in outside news media publications for accomplishments such as honor roll recognition, athletic recognition, and interviews.

If opting out, how often do parents need to complete the *Student Privacy Options*?
If parents choose to select student privacy options, the form must be completed annually. Selections are only valid for one school year and prior selections are not transferred from year to year. The electronic form is made available at the beginning of each school year in BCPS One and remains open until October 1. During this time frame, selections and modifications should be made online in BCPS One. After October 1, selections and modifications must be made by contacting the student's school.

BALTIMORE COUNTY PUBLIC SCHOOLS

Verletta White ◆ Interim Superintendent ◆ 6901 North Charles Street ◆ Towson, MD ◆ 21204

August 1, 2017

Re: BCPS One Parent Updates

Dear Parent/Guardian:

As part of Baltimore County Public Schools' (BCPS) continuous improvement process, security enhancements are being made to BCPS One (https://bcpsone.bcps.org) that will increase the protection of student information.

For the 2017-2018 school year, parents authorized to make educational decisions are required to have an e-mail address, first name, and last name in the Student Information System (SIS) that matches the e-mail address, first name, and last name used to establish their BCPS One account. When logging into BCPS One, parents whose accounts do not have matching information will see a message. In order to avoid an interruption in access to student information in BCPS One, corrections can be made by contacting school staff to update your information in the SIS or by updating your BCPS One account.

Also, as part of the continuous improvement of BCPS One, please note the following:
- Parents are now able to view daily attendance and student report cards through the student information tile in BCPS One.
- Between July 29, 2017, and August 6, 2017, BCPS One will undergo annual maintenance and will be intermittently unavailable.
- On Monday, August 7, 2017, BCPS One will be available to parents, students, and staff with 2017-2018 school year information and a refreshed look.
- Beginning Monday, August 7, 2017, parents will be able to electronically update *Student Privacy Options* through the student information tile in BCPS One (see enclosure).
- Beginning Monday, September 18, 2017, parents will be able to view student acknowledgement of BCPS' *Technology Acceptable Use Policy for Students* through the student information tile in BCPS One.
- Beginning Monday, November 6, 2017, parents of middle and high school students will be able to view attendance by class or period.

BCPS is committed to ensuring the safety and success of all students.

Sincerely,

Lloyd Brown, Executive Director
Department of Information Technology

lab/klh
Enclosure: Student Privacy Options, Frequently Asked Questions (on reverse side or attached)

Developing Lifelong Learners Through Literacy