Dear Parents and Guardians;

Queen Anne’s County Public Schools (QACPS) uses a number of contracted Essential Digital Tools and authorized Supplementary Digital Tools to deliver educational programs and services that enhance the educational experiences. A digital tool is any interactive website, application, or software that requires an account with a username and password.

**Essential Digital Tools**

Essential Digital tools are digital tools that QACPS considers necessary to deliver educational programs and operational services that support the goals of the school system. These Essential Digital Tools align with QACPS curriculum standards and are compliant with applicable laws and regulations. Examples of Essential Digital Tools include, but are not limited to, Google Apps for Education, Naviance, and Powerschool. Students’ use of these Essential Digital Tools are **required** as part of the QACPS curriculum and operational programming specific to the students’ grade level and academic programming.

**Supplementary Digital Tools**

Supplementary Digital Tools are digital tools that QACPS authorizes to be used as supplementary (non-essential) enrichments to the student’s educational experience. Examples of Supplementary Digital Tools include, but are not limited to, Kahoot, Class Dojo, and Desmos.

Some requirements for Supplementary Digital Tools:

- **Supplementary Digital Tools** will only be authorized if they comply with federal and state standards for protecting students’ data privacy and security.
- **Parents will have the opportunity to “opt-out”** of their children’s use of these Supplementary Digital Tools. If a parent decides they do not want their child(ren) to use Supplementary Digital Tool, then they must fill out the opt out form: [https://www.qacps.org/digitaltools](https://www.qacps.org/digitaltools)
- **Student accounts** are not automatically created. Accounts are created individually by the teacher or the student, depending on grade level.
- The current QACPS Supplementary Digital Tools list can be viewed at: [https://www.qacps.org/Page/8821](https://www.qacps.org/Page/8821)
  - Additional digital tools will be added periodically as they become approved.

**Student Information**

- Per the QACPS Acceptable Use Policy, use of digital resources is a privilege and entails responsibility. Students are responsible for good behavior/character while online, and are expected to follow proper Netiquette (network use). Students are not permitted to use obscene, profane, threatening, harassing or disrespectful language. Bullying will not be tolerated. Accordingly, students should notify the teacher of any inappropriate behaviors/language. Students should not share account information, and should only use their own account. Inappropriate downloads, vandalism, copyright infringement and any other inappropriate use or behavior may result in a loss of use privileges and or disciplinary action per the Student Handbook and QACPS Policies. To this effect, students and parents should review applicable provisions of the Student Handbook and QACPS Policies, including but not limited to: **QACPS Policy # 205 - Acceptable Use** which can be found at: [https://www.qacps.org/domain/2393](https://www.qacps.org/domain/2393)
- **Copyright infringement** occurs when an individual reproduces a work without permission that is protected by a copyright. If the user is unsure whether or not they can use information, they can check with their teacher, properly cite the source of the information, or request permission from the copyright owner.
- QACPS students have access to the Google Suite of Apps, and students enrolled in Grades 3 - 12 are provided a school managed Google email account. E-mail correspondence is not private and will
be monitored by Google filters and accessed by appropriate QACPS employees, when and where allowed by law. All internet access is filtered.

- All digital tools must be used in accordance with the Acceptable Use Policy of QACPS, even if the student does the work outside of school and/or on a personal device.

**Parent Information**

Below is information, laws, and policies that help to protect your child(ren) online:

**Child Internet Protection Act (CIPA):**
The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. The school is in compliance with CIPA by establishing Internet filters. Any harmful content contained from inappropriate sites will be blocked. You can find further information regarding this Act here: [http://fcc.gov/cgb/consumerfacts/cipa.html](http://fcc.gov/cgb/consumerfacts/cipa.html)

**Children’s Online Privacy Protection Act (COPPA):**
COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school’s use of student information is solely for education purposes. You can find further information regarding this Act here: [http://www.ftc.govprivacy/coppafaqs.shtm](http://www.ftc.govprivacy/coppafaqs.shtm)

**Family Educational Rights and Privacy Act (FERPA):**
FERPA protects the privacy of student education records and gives parents the right to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...), however, parents may request that the school not disclose this information.

- The school will not publish confidential education records (grades, student ID #, etc) for public viewing. The school may publish student work and photos (where permission has been granted) for public viewing but will not publish student last names or other personally identifiable information.
- Parents may request that photos, names and general directory information about their children not be published. You can find further information regarding this Act here: [http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

If a child violates the Student Handbook, QACPS policies, including but not limited to the Acceptable Use Policy, in relation to the use of a digital tool, that disciplinary action may be taken, including but not limited to the loss of the privilege in using the digital tool.

Parents and guardians have the right to opt out of their children’s use of these approved supplementary digital tools in accordance with QACPS guidelines. Please visit the QACPS district website, [https://www.qacps.org/digitaltools](https://www.qacps.org/digitaltools), and download the opt-out form. It is only necessary to complete this form if you do not want your student to use the supplementary digital tools. Please follow the directions on the form to complete the process.

When an email address is needed to establish a personal student account for approved Supplementary Digital Tools, **ONLY** their school issued email address will be used.(first.last@student.qacps.org). Parents and guardians also have the right to opt out of their children’s use of the school issued email address by using the opt out form.

All questions regarding Digital Tools and Internet Safety should be sent via email to: digitaltools@qacps.org