

ACT 837 FAQ's:

1. Can students sign into any email account using personal information (full name, birthday, social security)?

a. Students should not sign in with personal information at any time, whether the site has been contracted or non-contracted.

EXAMPLE: tjen123@gmail.com.

b. DO NOT use social security numbers at all!! With the new law, even with a PII agreement the SSNs are not covered at all.

2. Is signing in with first name and a number acceptable or last name and a number?

Here is what we recommend- do not use full first name or full last name:

EXAMPLE: jcat3@gmail.com

first initial, first 3 letters of last name, number

3. What would be the best way for students to login with passwords?

The password could be a school initial and then another number that will not identify them (but not Social Security or birthdate)

EXAMPLE: gms1234, gms5678

4. If a company signs a contract with the District, does this mean they can sign in with personal information?

No. Personal information (full first name or last and social security numbers/date of birth) should never be used to sign into any website or app, even if its paid for. Please see examples of how students can login in the examples above.

5. If a parent and teacher correspond through District email and mention a students' name, is this safe to do?

As long as it is the parent's child. I would make sure that everyone knows if your email is archived.

6. There is a program in CLEVER (our District single sign-on) called Nitro where students have to create usernames and passwords. Is entering in personal information ok, since its through CLEVER?

It is still technically a third-party- again students are never allowed to enter personal information at any time. Signing in to CLEVER with lunch numbers, however, has been deemed o.k. by the District.

7. Is parent and teacher communication through Living Tree (the Districts parental communication system) ok if they are sending emails to one another with students' information?

Yes, but I would still cover myself with that PII agreement signature to all parents.

8. Is REMIND.com ok? Parents and teachers text message one another discussing students information.

Remind.com is usually one-way communication. Teachers send a text to parents with information about homework, events, etc. *Teachers should not use this app to communicate back and forth.* The one-way communication is okay.

9. Can teachers and students email one another through personal email?

No. Remember, there is a state law and should be a district policy against student/teacher communication.

10. Can teacher and students use Google applications (Google Docs, Forms, Email) and sign on with personal information?

No. Currently our District is not a “Google” District. Students cannot sign in with personal information because the District has no way to monitor it. Students and teachers can still use google applications using the username/password recommendations listed above but still cannot share information with their teachers.

11. Can students use their lunch numbers instead of personal information to create usernames/passwords for free websites or email?

At this point the only allowable program they can use their lunch number for is CLEVER.

A few more recommendations:

- Teachers should consider using a program such as Discovery Education where student and teacher information can be stored and uploaded and teachers have access to student work.**
- Instead of signing on to online document accounts such as Google Docs with personal emails, have them use Microsoft Word and save to flashdrives.**
- Instead of students emailing work to teachers, have a teachers create a Dropbox or One Drive account where students can send and upload classwork/homework.**

