

(6.2.6.1) Online educational service providers (Internet Safety)

Online educational service providers deemed necessary by the School for its programs shall be deemed to have a legitimate educational interest in student PII. The School shall only provide the minimum amount of PII necessary to use the services of the online educational provider. The PII shall only be disclosed to the provider as long as the provider:

- (a) Performs a service of function for which the School would otherwise use its own employees; and
- (b) Has been determined by the School to have a legitimate educational interest in the records and the online educational provider has been specifically included in the annual FERPA notice provided to families; and
- (c) Agrees to be under the control of the School with regard to the use and maintenance of education records; and
- (d) Uses PII only for authorized purposes and may not disclose PII to other parties.

Student Data Privacy:

- Any student data shared with software providers is subject to a student data privacy agreement. This agreement outlines how the data will be used, protected, and maintained by the software providers in compliance with personally identifiable information (PII) regulations, the Family Educational Rights and Privacy Act (FERPA), and the Children’s Internet Protection Act (CIPA). To review the details of any of the student data privacy agreements, please visit <https://www.berklemiddle.net/internet-safety.html>

Filtering and Content Restrictions:

The school employs an in-house web filtering system to ensure a safe online environment for students. The system filters websites based on various criteria, including but not limited to, social media, explicit content, drugs, violence, and adult material. Access to websites considered inappropriate or harmful is restricted. The aim is to create a productive and secure digital space for learning. The school’s internet filtering practices are fully compliant with the Children’s Internet Protection Act (CIPA).

Email Communication:

Student email accounts are limited to communication within the school’s network. External communication is restricted to ensure a focused and secure educational environment. This measure is taken to prevent unsolicited emails

and potential security risks.

Software Installation and Execution:

Student devices are configured to prevent the installation of unauthorized software and the execution of arbitrary executable programs. This ensures the integrity of the devices and minimizes the risk of malware, viruses, or disruptions to the educational process.

Staff Oversight and Approval:

All staff members are required to review the school's list of approved websites and software before allowing student access. In cases where a specific online resource is blocked, staff must request its unblocking from the Internet Privacy and Security Board. This practice ensures that all online resources are in line with the school's educational goals and adhere to established content guidelines. It also empowers staff to make informed decisions about the suitability and relevance of digital resources, maintaining a secure and productive online learning environment for students.

Prohibited Platforms:

TikTok and any successor platforms are strictly prohibited and blocked from being used on any devices provided by the school. This measure is in place to maintain a distraction-free and safe online learning environment.

Personal Devices on School Network:

Personal devices are not allowed to connect to the school's network. This policy helps maintain network security, prevent potential disruptions, and ensures a controlled digital environment for learning.

No School Promotion on TikTok or Successor Platforms:

The school will never use TikTok or any successor platform to promote the school, school-sponsored clubs, extracurricular organizations, or athletic teams. This ensures that the school maintains a professional and consistent image across all digital platforms.

(6.2.6.2) Prohibition of Commercial Purposes

The School shall not use any online educational service that will share or sell a student's PII for commercial purposes without providing parents a means to either consent or opt-out.

(6.2.6.3) Notice

For any online educational service that a student is required to use, the School shall provide notice on its website of the PII that may be collected, how it will be used, when it will be destroyed and the terms of re-disclosure, if any. This notice must include a link to the online educational service's terms of service and privacy policy, if publicly available.

