

Dear Families,

The Laboratory Schools plan to use a variety of online learning tools during the 2026-2027 school year. This form is designed to make you aware of federal and state laws and regulations that apply to the use of technology to support classrooms.

Federal and state laws protect student educational information, including information like student login names, test and quiz data, or other metrics in a program that may be submitted to an education technology provider in an app.

- The federal Family Education Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) include privacy protections that govern student information and grant students and parents rights regarding student educational records.
- Under the federal Children's Online Privacy Protection Act (COPPA), websites and applications must provide parental notification and obtain parental consent before collecting personally identifying information from minors under the age of 13. For more information on COPPA, please visit <https://www.ftc.gov/business-guidance/privacy-security/childrens-privacy>
- The Student Online Personal Protection Act (SOPPA) applies to all apps and software used in the lab schools for K-12 educational or operational purposes. A website describing SOPPA is available at <https://education.illinoisstate.edu/labschools/policies/soppa.php> .

The Laboratory Schools may need parental consent to use an app or tool for a variety of reasons. Parental consent is required by law in some cases because the software/app asks for students to submit personally identifiable information and the student is under the age of 13. Parental consent may also be required to use an app or tool for a particular class or subject. For example, the applications or tools designated by an asterisk at the SOPPA link listed above indicate those applications or tools where the vendor did not execute an Illinois Data Protection Agreement or the tool did not meet one or more of the requirements required by FERPA, ISSRA and/or SOPPA. In these cases, the Laboratory Schools have approved use of the app or tool with restrictions and only with parental consent.

Please take a moment to look at the websites and applications the Thomas Metcalf School would like to use for instructional purposes at the SOPPA link listed above. This list will be updated as new applications are approved during a school year and parents will be notified of changes. We will have your student use his or her District- provided email account to use and access these websites and applications.

After reviewing the materials on the website, **please acknowledge your permission to use the designated websites and applications for each child** through online registration. This acknowledgement will serve as your permission for your student to have access to the websites and apps listed, as well as your permission for teachers to enter your student's information into

the application functionality. If you elect to not provide this acknowledgement, then your student will not have permission to use the websites and applications.

You may also elect to opt out of using specific applications by sending a written notice identifying the apps to Dr. Bergmann. If your child is not able to access designated applications, then an alternative resource or instructional content will be provided for activities involving the app. This permission will expire at the end of the school year and can be revoked at any time.

If you have questions or concerns, please feel free to contact Jordan Harrison for more information.

Sincerely,

Dr. Carmen Bergmann, Principal

Jordan Harrison, Metcalf Tech Administrator

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