

STUDENT PRIVACY

The Cambridge School Committee seeks to ensure the protection of the privacy of students attending the Cambridge Public Schools in a manner consistent with the federal Family Educational Rights Privacy Act and Massachusetts student record regulations. The following strategies will be implemented at both the district and school level to ensure student privacy is protected.

1. In the fall of each school year, each school will inform, in writing, the parents/guardians of students attending the school of the following:
 - a. The specific or approximate date(s) during the school year when there will be the administration of a survey that has been prepared by a third party, including without limitation, a survey prepared by either the United States Department of Education or Massachusetts Department of Elementary and Secondary Education, which contains a request for disclosure of any of the following items of information:
 - i. political affiliations or beliefs of the student or the student's parents/guardians;
 - ii. mental or psychological problems of the student or the student's family;
 - iii. sex behavior or attitudes;
 - iv. illegal, anti-social, self-incriminating, or demeaning behavior;
 - v. critical appraisals of other individuals with whom respondents have close family relationships;
 - vi. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
 - vii. religious practices, affiliations or beliefs of the student or the student's parents/guardians; and
 - viii. income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.
 - b. The right of parents/guardians of students attending the school to request that he/she have an opportunity to inspect a copy of any such survey, detailed above in section 1.a of this policy that is created by a third party

before the survey is administered and distributed by a school to his/her son/daughter and that any such request:

- i. must be made in writing and directed to the attention of the principal of the school;
 - ii. be promptly responded to by the principal of the school; and
 - iii. that such response must enable the parent/guardian to inspect the survey prior to its administration and/or distribution to the student.
- c. A summary of any information that has been provided by the third party to the school or school department with respect to the arrangements and steps that will be taken by the third party to protect student privacy if the survey detailed above in section 1.a of this policy requests disclosure of any of the following items of information:
- i. political affiliations or beliefs of the student or the student's parents/guardians;
 - ii. mental or psychological problems of the student or the student's family;
 - iii. sex behavior or attitudes;
 - iv. illegal, anti-social, self-incriminating, or demeaning behavior;
 - v. critical appraisals of other individuals with whom respondents have close family relationships;
 - vi. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
 - vii. religious practices, affiliations or beliefs of the student or the student's parents/guardians; and
 - viii. income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.
- d. The right of parents/guardians to elect to have their child not participate in any survey of the type detailed above in section 1.a of this policy. And, that any such election by a parent/guardian must be submitted, in writing, to the attention of the principal of the school.

- e. The right of parents/guardians of students attending the school to request that he/she have an opportunity to inspect a copy of any instructional material (excluding academic tests and academic assessments which only may be inspected after such test or assessment has been administered) used as part of the educational curriculum for the student in accordance with the provisions of the Massachusetts Code of Regulations and that any such request:
 - i. must be made in writing and directed to the attention of the principal of the school;
 - ii. be promptly responded to by the principal of the school;
 - iii. that such response must enable the parent/guardian to inspect a copy of the instructional material; and
 - iv. that the principal provide the requesting parent/guardian an opportunity to meet with the principal and, if the principal deems appropriate, any staff designated by the principal, to discuss, explain or interpret the instructional material.

- f. That the Cambridge Public Schools does not conduct non-emergency, invasive physical examinations or screenings of students without the express written and informed consent of the parent/guardian, and that this provision does not apply to any physical examination or screening permitted or required by state law, including without limitation vision, hearing and scoliosis screenings, and does not apply to the seeking of emergency medical care, including physical examinations or screenings, without parental consent, if such care is necessary to protect the immediate health and safety of the student, or other students.

- g. That the Cambridge Public Schools does not collect, disclose or use personal information collected from students for the purpose of marketing and does not sell or otherwise provide personal information for such purposes. This provision does not apply to the collection, disclosure or use of personal information for the exclusive purpose of evaluating or providing educational products or services to students or the Cambridge Public Schools, including without limitation:
 - i. colleges or other postsecondary education recruitment or military recruitment in accordance with the provisions of the Elementary and Secondary Education Act of 2002 and the Cambridge School Committee's Recruiter Policy;
 - ii. book clubs, magazines and programs providing access to low-cost literary products;

- iii. curriculum and instructional materials used by elementary and secondary schools;
- iv. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- v. the sale by students of products and services to raise funds for school-related or education-related activities; and
- vi. student recognition programs.

2. If, during the school year, it occurs that there will be the administration of a survey that has been prepared by a third party, including without limitation, a survey prepared by either the United States Department of Education or Massachusetts Department of Elementary and Secondary Education, which was not contemplated at the beginning of the school year, which contains a request for disclosure of any of the items detailed above in section 1.a of this policy, the school will promptly issue a notice to parents/guardians of students attending the school to whom the survey will be administered. Such notice will include:

- a. the specific or approximate date(s) on which it is contemplated that the survey will be administered;
- b. the right of the parents/guardians to have an opportunity to inspect a copy of survey prior to its administration and/or distribution to students and the procedures (as is detailed above in section 1.b of this policy) for making such a request;
- c. A summary of any information that has been provided by the third party to the school or school department with respect to the arrangements and steps that will be taken by the third party to protect student privacy if the survey requests disclosure of any of the following items of information:
 - i. political affiliations or beliefs of the student or the student's parents/guardians;
 - ii. mental or psychological problems of the student or the student's family;
 - iii. sex behavior or attitudes;

- iv. illegal, anti-social, self-incriminating, or demeaning behavior;
 - v. critical appraisals of other individuals with whom respondents have close family relationships;
 - vi. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
 - vii. religious practices, affiliations or beliefs of the student or the student's parents/guardians; and
 - viii. income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.
- d. the right of the parent/guardian to elect to have their child not participate in any survey of the type detailed above in section 1.a of this policy. And, that any such election by a parent/guardian must be submitted, in writing, to the attention of the principal of the school.

3. When a student reaches the age of eighteen (18) any notices contemplated under this policy shall be issued to both the parent/guardian of the student and the student.

Adopted: June 16, 2009