



OLD FORGE SCHOOL DISTRICT

“Home of the Blue Devils”
300 Marion Street, Old Forge, PA 18518
Phone: (570) 457-6721
www.ofsd.cc

Erin Keating, Ed.D.
Superintendent

Brian Rinaldi
Business Manager

Date: September 8, 2020
To: Parents/Guardians, Students, Staff and Administration
From: Erin Keating, Ed.D., Superintendent
Regarding: Privacy of Information in Electronic Instruction and Communication

The Old Forge School District acknowledges the uniqueness of the delivery of enrichment and remediation during the COVID-19 mitigation period. The following are for the protection of students and staff in the transmission of any electronic delivery of communication and instruction.

Privacy Statement

During this pandemic crisis, the Old Forge School District is concerned about the use of technology to provide services to our students. Under the laws of Pennsylvania, we have a responsibility to protect the personal identifiable information of each student including name, identification number, date of birth, and/or other information which can be used to distinguish or trace an individual's identity. We have responsibilities under HIPAA, FERPA and COPPA, which all apply to websites and online services directed to children. We are responsible to maintain the privacy of our students and their records. It is our understanding that teachers are using video tutorials or interactive exercises that do not require individual students to login and provide their names, addresses and other personal information. Students will use their district email/computer login to access learning platforms. Old Forge School District requests that all teachers and employees protect the personally identifiable information of all students in the District.

Educator Protection Statement

The Old Forge School District agrees to provide services during this pandemic to the best of its abilities. We ask that the students and parents abide by the following:

- (1) We will access data only for educational purposes and will not use this data including the informational videos, educational information for any other purpose. We will not sell, distribute or provide this information to any third parties.
- (2) We will maintain the privacy and confidentiality of the information that was provided and will not disclose this information or sell it to any third parties. The personal or confidential information which is provided through the educational information will be kept secure and

Christopher J. Gatto
High School Principal

Michelle Hopkins
Special Education Supervisor

Shelly Egan
Elementary Principal



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deleted with no copies or notes or other personal identifiable information distributed to any third parties.

(3) During live streaming/ synchronous lessons, teachers will not directly supervise the online students in their home environment. Direct oversight of the student in their home is the responsibility of the parents or caregiver. Teachers will engage students in learning activities and educational experiences.

(4) Teachers will record live streamed/synchronous lessons and post them to the Google Classroom for students to access for one week after the direct instruction. Students participating in the live streamed/ synchronous lesson will be viewable to fellow classmates in the recording.

I agree to notify the Old Forge School District immediately should I become aware of an actual breach of confidentiality or a situation which could potentially result in a breach of privacy.

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High School Principal

Michelle Hopkins
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Elementary Principal