

FERPA@Home

As KDES and MSSD provide online instruction to students, with employees working from home, it is critical to remember that FERPA applies in all settings, and recognize potential FERPA violations.

This document supplements the current FERPA training module, and addresses potential areas of risk for FERPA violations when teachers and staff work from home.

Videophone and telephone communications

- When conducting parent-teacher conferences or any type of instruction or discussion with individual students or their families, employees need to ensure they are not viewed or overheard by any other individuals in the employee's setting.
- Any information obtained from, or observations made of, students' homes during video calls cannot be repeated.
- When participating in video or telephone conversations with other Clerc Center personnel where any type of confidential information is discussed, including FERPA-protected student information, employees need to ensure they are not viewed or overheard by any other individuals in the employee's setting.
- If making calls from home VPs or phones, the VP or phone numbers should be erased/deleted from shared VPs or phones after use.

Computers, iPads, other electronic devices

- As in the classroom, teachers and staff may not allow their screens to be viewed by anyone else in the setting while there is FERPA-protected information on the screen.
- Teachers and staff members may not store login information to any systems with FERPA protected information on devices shared with other members of the household. This includes all Gallaudet-related databases and systems such as PowerSchool, SEAS, SharePoint, their Gallaudet email accounts, and any other system where FERPA protected information may exist.
- If teachers/staff members have school-issued iPads with FERPA protected information available in databases and systems that have stored passwords not requiring login each time, no other individual should ever be permitted to use that iPad unsupervised.
 - The only time it is permissible for other family members to use a laptop or iPad the teacher or staff member uses for work purposes is when the employee is next to the individual and supervising the usage. Employees are responsible for any actions taken by family members or others using those devices.

Paper documentation

Generally, there are few reasons to have paper documents when providing instruction and services online. However, in the event that a teacher or staff member has any paper documentation containing FERPA protected information, they must never be left in a place where they could be viewed by others. This includes places that others normally don't enter but could potentially enter (i.e., lying in plain view on a desk in a bedroom that others normally don't enter but could easily enter while the teacher or staff member is out).