



BALTIMORE COUNTY PUBLIC SCHOOLS
STUDENT PRIVACY OPTIONS

Rule 6202, Attachment

STUDENT INFORMATION												
Student's Full Name (Please Print):												
School Name:	Grade:	School Year:										
COMPLETE AND RETURN YOUR CHILD'S STUDENT PRIVACY OPTIONS ONLY IF YOU ARE <u>OPTING OUT</u> OF THE DISCLOSURE OF ANY OF THE INFORMATION LISTED BELOW												
DIRECTORY INFORMATION OPT-OUT												
<p>The Family Educational Rights and Privacy Act (FERPA) and state regulation permit Baltimore County Public Schools (BCPS) to disclose designated "directory information" without a parent's written consent, unless you have notified BCPS to the contrary. As defined by FERPA, directory information is personally identifiable information that would not generally be considered harmful or an invasion of privacy if disclosed. BCPS designates the following student information as directory information:</p> <table border="0"> <tr> <td>• Student first and last name</td> <td>• Major field of study</td> </tr> <tr> <td>• Dates of school attendance</td> <td>• Participation in official activities and sports</td> </tr> <tr> <td>• Grade level</td> <td>• Weight and height of athletic team participants</td> </tr> <tr> <td>• School enrollment status</td> <td>• Degrees and awards received</td> </tr> <tr> <td>• Most recent school attended</td> <td>• Photographic, video or electronic images</td> </tr> </table>			• Student first and last name	• Major field of study	• Dates of school attendance	• Participation in official activities and sports	• Grade level	• Weight and height of athletic team participants	• School enrollment status	• Degrees and awards received	• Most recent school attended	• Photographic, video or electronic images
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<p>PARENTS/GUARDIANS MAY OPT OUT OF HAVING BCPS DISCLOSE THEIR CHILD'S DIRECTORY INFORMATION IN THE FOLLOWING WAYS:</p> <ul style="list-style-type: none"> • IN SCHOOL PUBLICATIONS (disclosure of directory information in school publications, such as school newsletter, yearbook/memory book, graduation program, theatre playbill, athletic team roster, displays, brochures and other school publications.) • IN BCPS/SYSTEMWIDE PUBLICATIONS (disclosure of directory information in school system publications, such as the BCPS school information calendar, student handbook, meeting handouts/PowerPoint presentations, annual budget book and other BCPS/systemwide publications.) • IN BCPS/SYSTEMWIDE AND SCHOOL COMMUNICATIONS (disclosure of directory information in systemwide and school communications, such as BCPS/school television, BCPS/school Web site, BCPS/school social media [e.g. Facebook, Instagram, Twitter, Flickr, Blogs, etc.] and other BCPS/systemwide and school communications). • TO OUTSIDE NEWS MEDIA ORGANIZATIONS (disclosure of directory information, upon request, to news media organizations outside of BCPS, such as local and national TV and radio stations, newspapers or magazines). • TO A THIRD PARTY OTHER THAN NEWS MEDIA ORGANIZATIONS (disclosure of directory information, upon request, to a third party, such as a community or parent organization or other third party, and level 2 apps). 												
<p>Parents may choose <u>NOT</u> to allow BCPS to disclose their student's directory information. To <u>OPT OUT</u> of BCPS disclosing your child's directory information, please place a checkmark (✓) in the appropriate box or boxes below:</p>												
<input type="checkbox"/> Opt out of disclosure in school publications <input type="checkbox"/> Opt out of disclosure in BCPS/systemwide publications <input type="checkbox"/> Opt out of disclosure in BCPS/systemwide and school communications <input type="checkbox"/> Opt out of disclosure to outside news media organizations <input type="checkbox"/> Opt out of disclosure to a third party other than news media organizations												
PRIVACY OPTIONS OTHER THAN DIRECTORY INFORMATION												
MILITARY RECRUITERS/INSTITUTIONS OF HIGHER EDUCATION OPT-OUT (SECONDARY STUDENTS ONLY)												
<input type="checkbox"/> OPT OUT of disclosing my child's name, address and phone number to military recruiters. <input type="checkbox"/> OPT OUT of disclosing my child's name, address and phone number to institutions of higher education.												
PHOTOGRAPHY/FILMING BY OUTSIDE NEWS MEDIA ORGANIZATIONS OPT-OUT												
<input type="checkbox"/> OPT OUT of allowing members of outside news media organizations to photograph or film my child during the school day in relation to a story about BCPS schools/students.												
STUDENT INTELLECTUAL PROPERTY OPT-OUT												
<input type="checkbox"/> OPT OUT of BCPS publishing and/or displaying my child's intellectual property and/or student-created publications. A student's intellectual property is published/displayed with your child's first and last names or with a group name, school and grade.												
*** CONTINUED ON PAGE 2 ***												

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, as well as State regulation (COMAR 13A.08.02) permit the disclosure of directory information from a student’s education record without the parent’s prior written consent unless the parent has opted out of such disclosure. (To opt out means that a parent/eligible student does not permit BCPS to disclose a student’s directory information.) Please note that, in certain situations, federal and state laws and regulations may permit or require the disclosure of the information from a student record to authorized persons or entities even if you have opted out of its disclosure as directory information.

OPT OUT OF PUBLISHING DIRECTORY INFORMATION

PARENTS MAY OPT OUT OF HAVING BCPS DISCLOSE THEIR STUDENT’S DIRECTORY INFORMATION IN THE FOLLOWING WAYS:

- **IN SCHOOL PUBLICATIONS –**
These publications include: (1) lists of students participating in officially recognized activities and sports, which may include playbills, programs or rosters; (2) lists of students receiving honors, awards and scholarships; (3) athletic team rosters, which may include a team member’s name, height and weight; (4) lists of students with degrees conferred and awards received; (5) school newsletters, yearbooks/memory books; (6) school/classroom displays; (7) school brochures; or (8) other means. A parent may request that BCPS not disclose the directory information of their child in school publications by checking the “opt out of disclosure in school publications” box on p. 1. *(If you opt out of school publications, your child’s photo and directory information will not be published in the school’s yearbook/memory book.)*
- **IN BCPS/SYSTEMWIDE PUBLICATIONS –**
These publications include: (1) school information calendar; (2) student handbook; (3) meeting/conference handouts/programs; (4) brochures; (5) annual budget; and (6) other means. A parent may request that BCPS not disclose the directory information of their child in systemwide publications by checking the “opt out of disclosure in BCPS/systemwide publications” box on p. 1.
- **IN BCPS/SYSTEMWIDE AND SCHOOL COMMUNICATIONS –**
These communications include: (1) BCPS/school television; (2) BCPS/school Web site; (3) BCPS/school social media (e.g. Facebook, Instagram, Twitter, Flickr, Blogs, etc.); and (4) other BCPS/school communications. A parent may request that BCPS and schools not disclose the directory information of their child in communications by checking the “opt out of disclosure in BCPS/systemwide and school communications” box on p. 1.
- **TO OUTSIDE NEWS MEDIA ORGANIZATIONS –**
There are times when BCPS may send a story of interest regarding a school to various media. These news media organizations include local and national TV and radio stations, newspapers or magazines. A parent may request that BCPS not disclose the directory information of their child to the media by checking the “opt out of disclosure to outside news media organizations” box on p. 1.
- **TO A THIRD PARTY OTHER THAN NEWS MEDIA –**
Directory information may be provided to individuals and organizations outside of BCPS (e.g. PTAs and booster organizations, state and county agencies, level 2 apps, and other third parties.) A parent may request that BCPS not disclose the directory information of their child to a third party by checking the “opt out of disclosure to a third party other than news media” box on p. 1.

NOTE: The Student Privacy Options on Page 1 do not include videotaping by security cameras in school or on school buses or for pictures used for student ID cards or badges, nor do the privacy preferences apply to school activities or events that are open to the public.

MILITARY RECRUITERS AND/OR INSTITUTIONS OF HIGHER EDUCATION (SECONDARY STUDENTS ONLY)

Federal law requires BCPS to provide, on a request made by a military recruiter or institution of higher education, access to the **name, address and telephone listing** of each secondary school student, unless the parent has notified the school principal in writing that this information not be disclosed. State law also requires BCPS to provide the same information to official recruiting representatives of the military forces of this state and the United States in order to inform students of educational and career opportunities available in the military. Parents must request that their child’s name, address and telephone listing not be disclosed to military recruiters and institutions of higher education by checking the appropriate opt-out box(es) on p. 1.

PHOTOGRAPHY/FILMING BY OUTSIDE NEWS MEDIA ORGANIZATIONS OPT-OUT

There are times when a school may be featured in various media. News reporters, photographers and/or film crews from TV, radio stations, newspapers or magazines may wish to photograph or film your child during the school day in relation to a story about our schools or students. A parent may request that the media not photograph or film their child by checking the “outside news media opt-out” box on p. 1.

STUDENT INTELLECTUAL PROPERTY OPT-OUT

BCPS may publish and/or display a student’s intellectual property and/or a student’s publications/productions created during school-sponsored activities and/or learning experiences. Student-created works may be displayed in schools, at school-sponsored events or used in BCPS publications or communications through digital and print media including: school newsletters, yearbooks/memory books, BCPS/school Web sites, social media sites (e.g., Facebook, Instagram, Twitter, Flickr, Blogs, etc.), the school system’s cable television channel, brochures or by other means. Intellectual property includes, but is not limited to: (1) Patentable and potentially patentable works (processes, machines, manufactures or compositions of matter); devices; and supporting technology and know-how that is required for development or application of any of the foregoing; (2) Copyrightable material, such as text (manuscripts, books and articles); videos and motion pictures; music (sound recordings, lyrics and scores); images (print, photographs and art); and computer software (programs, databases and Web pages). A parent may request that their child’s intellectual property and publications/productions not be published or displayed by any means by checking the opt-out box on p. 1. *(If you opt out, your child’s intellectual property will not be displayed in the school or by any other means.)*

NOTE: A student’s work will appear with the student’s first and last names or with a group name, school and grade.

If you have checked any of the opt-out boxes on p. 1, you must sign and return your Student Privacy Options to your child’s school. Your school will assume that you have not opted out of the disclosure of your child’s information, unless you submit your Student Privacy Options no later than October 1 or within 30 days of enrollment in a BCPS school.

PARENT/ELIGIBLE STUDENT (18 YEARS OR OLDER) SIGNATURE

Parent/Eligible Student Name (Print)	Parent/Eligible Student Signature	Date
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NOTE: The opt-out preferences noted on Page 1 are for the CURRENT SCHOOL YEAR ONLY. If you wish to make changes to your Student Privacy Options, you must submit new privacy options to your child’s school.

***** PLEASE DISCUSS YOUR OPT-OUT PREFERENCES WITH YOUR CHILD *****