Teacher guide - Data privacy & parent communication examples

At DACC, protecting student data includes clear communication with families. As a teacher, you help parents understand how student information is used and protected.

Use district-provided templates and talking points to communicate tools, safeguards, and expectations. Strong communication builds trust and ensures transparency.

Back-to-School/Welcome email template bridging the gap between complex privacy policies and everyday classroom practice.

Subject: How we use and protect student data in [Class Name]

Hi Parents and Guardians,

I am excited to start the year with your students! In our classroom, we use a few digital tools to personalize learning and track progress. I want you to know that your child's privacy is a top priority for the Delaware Area Career Center.

Our Primary Tools:

• [LMS Name, e.g., Canvas]: Used for assignments, communication, and grading
• [Main Apps, e.g., Microsoft Office 365, MagicSchool, ALLDATA]: Used for student work and program-specific learning (e.g., automotive repair)

Our Data Commitment:
We only use digital tools that have been reviewed and approved by our district for student data privacy and security. This means these providers are required to protect student information and are not permitted to sell data or use it for advertising. Any tools that fall outside of this process are directly tied to industry-standard requirements for specific labs and/or certification programs and will require additional parent/guardian sign off.

You can view our district's approved software and online/resources:
https://sdpc.a4l.org/district_listing.php?districtID=10235

If you ever have questions about how a specific tool is used in class or how student information is protected, please feel free to reach out. I am happy to provide additional information.

Thank you,
[Teacher Name]

DACC Parent-Teacher Conference Talking Points

- On Digital Citizenship and Workforce Readiness
  "At DACC, we view digital safety the same way we view workplace safety in a lab or shop. That's why all students are required to complete Digital Citizenship training before they finish their coursework. Our goal is to ensure they know how to protect their professional reputation and personal data before entering the workforce or college."

- On Industry-Specific Software and Data Protection
  "To give your student a competitive edge, we use industry-standard tools such as [e.g., Adobe, AutoDesk, or specialized medical software]. While these are professional grade resources, we don't simply 'click and download.' Our team works to ensure we have formal data privacy agreements in place with these vendors so student information is protected and not used for advertising or resale." In the case we don't have those agreements, we seek parent/guardian sign off.

- On Transparency and Parent Awareness
  "We believe in being transparent about the technology we use. You can review a full list of our approved tools and learn more about how we protect student information, including our Student Data Privacy Agreement (SDPA), on our public website." https://sdpc.a4l.org/district_listing.php?districtID=10235