Clayton Public Schools

Superintendent's Office
P.O. Box 190- Pine Street
Clayton, OK 74536-0190
918-569-4492
TTD/TTY 711

Dear Parents and Guardians,

Our school is implementing a biometric ID management system in an effort to provide accurate student identification and improve efficiency and security for our students and their accounts. We are using this new ID management system because we are held accountable for students and the accuracy of their records. This technology will help us reduce the costs and time required in managing student ID while providing an easy, fast and accurate way to identify students. This system will also ensure that no one but your child can charge items to his/her account.

What is biometric identification?

Biometric identification is an automated method of identifying a person based upon physical or behavioral characteristics. Our school has selected the identiMetrics System because it is secure, accurate, cost-effective and non-intrusive. You can learn more about the system at www.identimetrics.net.

How does biometrics work?

We will be using finger scanning biometrics similar to your smart phone. Using a finger scanner, the software scans certain unique points on the finger to create and store individual templates that identify each student. When the student returns, the software again scans the finger and looks for a match in the database. When a match is found, the student is identified. This all happens in about a second.

What about the privacy of our students?

The software scans the finger for identification. It does not store a copy of the fingerprints. Instead, the software creates a template of the unique points on the finger. The template is converted to a unique number and is stored in the school's database with the same high level of security of all of our records. The templates are also protected by the Family Educational Rights and Privacy Act (FERPA). FERPA is the same Federal Law that protects all student records. When your child graduates or is no longer enrolled in the school system, the templates are deleted. At no time is a fingerprint image stored.

It is important to understand that we are <u>not</u> fingerprinting students. In addition, fingerprints cannot be recreated or delivered to any agency - governmental or otherwise.

It is important to us that your child's experiences in school are educational and rewarding. This new way of identifying our students is safe, easy, accurate, efficient and secure. If you have any questions or do not want your child to participate, please contact us.

Sincerely,

Randall Erwin

Clayton Public Schools is an Equal Opportunity Employer and Provider

Clayton Public Schools

Superintendent's Office
P.O. Box 190- Pine Street
Clayton, OK 74536-0190
918-569-4492
TTD/TTY 711

Additional Info

- Prior to collecting biometric information from a student, the school district shall provide notification of the intent to do so to the parents, or the individual who has legal custody of the student, or to the student if he or she has reached the age of 18.
- Two weeks between notification and the actual collection of biometric information shall be given in order to allow a response to refuse participation in the biometric identification program.
- A request not to participate in the biometric identification program shall be made in writing by the parents, or the individual who has legal custody of the student, or the student if he or she has reached the age of 18
- Failure to respond with a request not to participate in the biometric identification program shall be shall be considered as giving permission for the student to participate.
- All biometric information shall be destroyed within 30 days after (a) the student's graduation or withdrawal from the school district; or (b) upon receipt in writing of a request for discontinuation of participation in the biometric identification program by the parents, or the individual having legal custody of the student, or by the student if he or she has reached the age of 18.
- The biometric information is to be used solely by the school district for identification or fraud prevention.
- Clayton Public Schools will not sell, lease, or disclose any biometric information to any other person or entity.
- The choice for the student not to participate in the biometric identification program by the parents, or the individual who has legal custody of the student, or by the student, if he or she has reached the age of 18, must not be the basis for refusal of any services otherwise available to the student.

CLAYTON
PARENT/GUARDIAN BIOMETRIC IDENTIFICATION SYSTEM OPT-OUT FORM

Student Name: _____ **Grade:** _____

School: _____ **Parent/Guardian Name:** _____

PURPOSE

The school/district uses a biometric identification system to provide accurate student identification and improve efficiency and security for students and their accounts. The system may use a fingerprint or other approved biometric identifier to verify a student's identity for designated school services or accounts.

PARENT/GUARDIAN OPT-OUT REQUEST

I, the parent/legal guardian of the student named above, **request that my child not participate in the school's/district's biometric identification system.**

- My child will not be enrolled in or use the biometric identification system.
- The school/district may provide an alternative method for identifying my child or accessing applicable services.
- Choosing not to participate will not, by itself, prevent my child from receiving educational services.
- I may contact the school/district with questions regarding the system, information collected, its use, or available alternatives.
- This opt-out request will remain in effect unless I notify the school/district otherwise, subject to applicable district policies and procedures.

PARENT/GUARDIAN CERTIFICATION

By signing below, I confirm that I am the parent/legal guardian of the student identified above and request that my child **opt out of participation in the biometric identification system.**

Parent/Guardian Signature: _____

Date: _____ **Phone/Email:** _____

SCHOOL/DISTRICT USE ONLY

Date Received: _____ Please Circle! **Received By:** _____

Alternative Identification Method: ■Provided ■Not Applicable **Student Account/System Updated:** ■ Yes ■ No

Notes: _____

_____

Authorized Staff Signature: _____ **Date:** _____