PowerSchool
Student Internet Permission Instructions

Purpose: Several third-party computer software applications and web-based services are utilized by our schools. These include Edmodo, Google Apps for Education, Office 365 for Education, and other similar educational programs.

In order for students to use these third-party software programs and services, certain personal identifying information - the student's name, GCS email address and GCS user name - must be provided to the web site operators.

Under federal law, these websites must provide parental notification and obtain verifiable parental consent before collecting personal information from children (Federal Trade Commission – Children's Online Privacy Protection Act "COPPA"). The law permits school districts to obtain this consent thereby eliminating the need for each website operator to request parental consent.

PowerSchool Instructions:
Unless the school has received a signed permission form from the parent the student is not permitted to access any COPPA compliant Internet based web site or mobile app.

1. Search for and select a student in PowerSchool
2. From the Home page, under the Information heading, click **Custom Screens**.
3. Click **GCS Student Information**.
4. On the GCS Student Information page, choose the appropriate option (see below) from the drop-down list in the **Internet Permission (COPPA)** field.

   - **YES** – A signed permission form is on file.
   - **NO** – A signed permission form has not been received.

Notes: A signed permission form is only needed one time and does not need to be annually renewed.

COPPA is used to protect children under the age of 13. However, many web sites require verifiable parental permission for all minors (under the age of 18).

Family Educational Rights and Privacy Act (FERPA) rules still apply and only directory information may be shared with the web site operator in accordance with the annual opt-out notification. Students who "opt-out" are listed as "Total Restriction" under Student Directory Information in PowerSchool and none of the student's directory information may be shared. Consult Board Rule JR (Student Records) for a list of directory information items.

Note: At the beginning of the year, schools may place a call ticket to request that the Internet Permission (COPPA) field initially be mass updated to a specific value if desired (YES or NO). Schools would then be responsible for making changes to any students who needed a different value.