



## **SOPPA**

### **Student Online Personal Protection Act (SOPPA)**

What is Soppa?

The Student Online Personal Protection Act, or SOPPA, is the data privacy law that regulates student data collection and use by schools, the Illinois State Board of Education, and Wilco Area Career Center.

What is Soppa video link (<https://youtu.be/fpp6amnsSmo>)

On August 23, 2019, Illinois Governor J.B. Pritzker signed into law a new version of SOPPA that gives parents/guardians greater control over student data. Among the changes is a new requirement to enact breach notifications that are available to the public.

SOPPA will also require Illinois school districts/centers to provide additional guarantees that student data is protected when collected and that data is used for beneficial purposes only. The law is effective on July 1, 2021 (105 ILCS 85) (<https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=3806&ChapterID=17>).

SOPPA requires that school districts/centers must:

Enter into written agreements with all K-12 service providers who collect student data. Covered data includes, but is not limited to: information in the student's educational record, first/last name, address, phone number, email address, grades, test results, socioeconomic information, photos, search activity, voice recordings, geolocation information, and more.

Implement and maintain reasonable security practices. Student data is protected through comprehensive privacy policies and security measures such as firewalls, secure servers, intrusion detection software, and other methods. Written agreements with vendors require that the vendor also maintains security procedures.

Post a list of operators. This list will include what data elements are shared, written agreements/contracts with the operator within 10 days of signing, & subcontractors for each operator.

Center Adopted Technology Policies and Guidelines  
6:235 Access to Electronic Networks and Acceptable use Policy  
7:345 Use of Educational Technologies: Student Data Privacy and Security

The center adheres to the following applicable laws regarding student data and privacy:  
Children's Internet Protection Act (CIPA)  
Children's Online Privacy Protection Act (COPPA)  
Family Educational Rights and Privacy Act (FERPA)  
Illinois School Student Records Act (ISSRA)  
Student Online Personal Protection Act (SOPPA)

## Center Data Privacy Officer

Federal and State law govern the protection of student data, including school student records and/or covered information. The sale, rental, lease, or trading of any school student records or covered information by the Center is prohibited. Protecting such information is important for legal compliance, Center operations, and maintaining the trust of Center stakeholders, including parents/guardians, students and staff. The Board designates the Assistant Director to serve as Privacy Officer, who shall ensure the Center complies with the duties and responsibilities required of it under the Student Online Personal Protection Act, 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21.

## Center-approved Web-based Tools/Applications and Written Agreements

Wilco Area Career Center values your child's privacy and strives to ensure that parents/guardians are aware of what web-based tools and applications that are being used for educational purposes. A list of Wilco Area Career Center approved web-based tools, written agreements with operators, and a list of data elements share can be found [HERE\(link\)](#)

([https://sdpc.a4l.org/district\\_listing.php?districtID=10487](https://sdpc.a4l.org/district_listing.php?districtID=10487))

## Parent/Guardians Rights

Parents/guardians have the right to inspect, review, and correct information maintained by the school, operator, and the Illinois State Board of Education. All requests should be directed to the Principal by using the following email address: [acook@wilcoacc.org](mailto:acook@wilcoacc.org)

## Data Breaches

In the event that there is a data breach, the Center will notify parents/guardians via district communication systems within 30 days the data breach and within 60 days if a third-party is responsible for the data breach.

## Center Services and Applications

Services and Applications utilized by the center:

Wilco Area Career Center employs several different pieces of software and websites to help students gain the best education possible. The following link will take you to those current services that the center uses throughout the school year. Contract information on each service is also provided.

[https://sdpc.a4l.org/district\\_listing.php?districtID=10487](https://sdpc.a4l.org/district_listing.php?districtID=10487)

Wilco Area Career Center is also a member of ISPA (Illinois Student Privacy Alliance).

The Illinois Student Privacy Alliance (ISPA) is a free consortium that allows school districts to access management tools and resources for data privacy agreements. When used in conjunction with clear policies and procedures, ISPA allows districts to comply with Illinois' new Student Online Personal Protection Act (SOPPA).

Illinois Student Privacy Alliance Webpage

[https://sdpc.a4l.org/about\\_alliance.php?state=IL](https://sdpc.a4l.org/about_alliance.php?state=IL) ([https://sdpc.a4l.org/about\\_alliance.php?state=IL](https://sdpc.a4l.org/about_alliance.php?state=IL))

Personally Identifiable Information (PII) which the center may collect in regards to teaching services utilized by the center. (Not all items listed may be collected or used by the center)

Name	Family Members
Email (School Email account)	Gender
Address/Location	Race
Phone Number	Photos
Socioeconomic Status	Date of Birth
Grades/Test Results	Weight
Medical Records	Activities

#### Guardian Request for Student Data Removal

In accordance with any applicable federal regulations, a school must provide a student's parent a paper or electronic copy of the student's covered information, including any covered information maintained by an operator or the State Board, with 45 days of receiving a request for such information, as provided under subsection (b).

If a parent requests an electronic copy of the student's covered information, the school must provide an electronic copy of that information, unless the school does not maintain the information in an electronic format and reproducing the information in an electronic format would be unduly burdensome to the school.

b) Each request under this Section must be submitted by a parent on a signed and dated request form that includes the parent's name, address, phone number, student's name and the name of the school from which the request is being made. A school that receives a request under this Section must require a parent to provide proof of identity and relationship to the student before access to the covered information is granted.

c) If covered information requested by a parent under this Section includes data on more than one student, the parent may inspect and review only the covered information relevant to the parent's student.

d) A parent may make no more than one request under this Section per State fiscal quarter.

#### Cost for Copies

- a) A school may not charge a parent for an electronic copy of a student's covered information.
- b) If a parent requests a paper copy of a student's covered information, a school may charge the parent the actual cost for providing a copy of such information, provided that the cost charged shall not exceed \$0.35 per page. No parent shall be denied a requested paper copy of covered information due to the parent's inability to bear the cost of the copying.

Parents or Guardians who would like to request that some or all of student data is removed can initiate the process by emailing [acook@wilcoacc.org](mailto:acook@wilcoacc.org)

#### Data Breaches

Wilco Area Career Center will inform parents within 30 days of a data breach involving 10% or more of students. Vendors offering services to Wilco Area Career Center are to inform the center within 30 days of a breach according to their agreement with the center.