

# LEA Report

LEA: [Burbank Unified \[CA\] year-3](#)

lealID: 606450, st\_lealID: CA-1964337, state: CA, schools: 21, type: Regular public school district that is not a component of a supervisory union

Primary Contact: Dr. Matt Hill, Superintendent, [MattHill@burbankusd.org](mailto:MattHill@burbankusd.org)

Secondary Contact: ,

comments:

	<b>Annual Notice</b> Best Practice: ED's model notification of rights under FERPA is available at <a href="https://studentprivacy.ed.gov/resources/ferpa-model-notification-rights-elementary-secondary-schools">https://studentprivacy.ed.gov/resources/ferpa-model-notification-rights-elementary-secondary-schools</a>	<b>Comments</b> <a href="#">↑ TOP</a>
No	Does the LEA post its annual notice on the website?	
	<b>Annual Notice - Additional Information and Best Practices</b> Best Practice: Post electronic copies of your required FERPA and PPRA notices on your website as a reference for parents and students to consult later. Clearly label the data practices/student privacy section and ensure that users can quickly navigate to it from the homepage with just one or two mouse clicks. <a href="https://studentprivacy.ed.gov/resources/transparency-best-practices">https://studentprivacy.ed.gov/resources/transparency-best-practices</a>	<b>Comments</b> <a href="#">↑ TOP</a>
	<b>Directory Information</b> Best Practice: ED's Model Notice for Directory Information is available at: <a href="https://studentprivacy.ed.gov/resources/model-notice-directory-information">https://studentprivacy.ed.gov/resources/model-notice-directory-information</a>	<b>Comments</b> <a href="#">↑ TOP</a>
No	Does the LEA post its directory information policy on the website?	
	<b>Directory Information - Additional Information and Best Practices</b>	

	<p>Best Practice: Describe your school's or district's policies governing access and use of students' PII. When possible, consolidate information about data practices and privacy protections into a single page or section on your website.</p> <p><a href="https://studentprivacy.ed.gov/resources/transparency-best-practices">https://studentprivacy.ed.gov/resources/transparency-best-practices</a></p>	<p><b>Comments</b>  <b>TOP</b></p>
	<p><b>PPRA</b></p> <p>Best Practice: Post electronic copies of your required FERPA and PPRA notices on your website as a reference for parents and students to consult later.</p> <p><a href="https://studentprivacy.ed.gov/resources/transparency-best-practices">https://studentprivacy.ed.gov/resources/transparency-best-practices</a></p>	<p><b>Comments</b>  <b>TOP</b></p>
No	Does the LEA post its PPRA policy on its website?	
	<p><b>Data inventory listing information collected by the LEA from or about its students</b></p> <p>Best Practice: Develop and publish a data inventory listing the information that you collect from or about your students. A best practice is to provide this information at the data element level.</p> <p><a href="https://studentprivacy.ed.gov/resources/transparency-best-practices">https://studentprivacy.ed.gov/resources/transparency-best-practices</a></p>	<p><b>Comments</b>  <b>TOP</b></p>
No	Does the LEA website have a data inventory listing information collected by the LEA from or about its students?	
	<p><b>Data Security</b></p> <p>Best Practice: Explain your institution's information technology (IT) security and data protection policies (both for paper records and for digital information).</p> <p><a href="https://studentprivacy.ed.gov/resources/transparency-best-practices">https://studentprivacy.ed.gov/resources/transparency-best-practices</a></p>	<p><b>Comments</b>  <b>TOP</b></p>
Yes	Does the LEA website have a description of IT security and data protection policies?	

No	<i>Does the LEA website have a description of policy or procedures specifically for paper records?</i>	
Yes	<i>Does the LEA website have a description of policy or procedures specifically for digital information?</i>	
No	Does the LEA website have a description of policy or procedures specifically access to student PII?	
No	Does the LEA website have a description of policy or procedures specifically use of student PII?	
No	Does the LEA website describe how student records are retained (identifiable, minimized/redacted, de-identified)?	
No	Does the LEA website have policies describing how the LEA de-identified student PII before published or disclosed to third parties?	

**Data Sharing**


Best Practice: Parents care about who has access to and uses their children's information. Let them know the reasons you are sharing data with a third party and explain the legal, contractual, and policy protections in place to safeguard the data.

<https://studentprivacy.ed.gov/resources/transparency-best-practices>

Comments  TOP

Yes	Does the LEA website have a description of any data sharing policies?	
Yes	Does the LEA website indicate if student PII is shared with third parties?	
No	Does the LEA website indicate if PII shared with external researchers	

No	Does the LEA website indicate if PII shared with ed tech companies?	
Yes	Does the LEA website have a list of approved online services or "apps" used in classroom?	
No	<i>Does the LEA website describe a policy or process for vetting/approving apps?</i>	
No	<i>Does the LEA website list any differentiation between required and optional apps?</i>	
Yes	<i>Are links to non-contracted apps' terms of service posted?</i>	

<p><b>Communications</b></p> <p>Best Practice: Display contact information prominently on your website, so that it is clear whom parents can contact if they have questions, comments, or suggestions. When possible, consolidate information about data practices and privacy protections into a single page or section on your website. Add a "Search" tool to your website so that visitors can easily find relevant information on data practices using common keywords.</p> <p><a href="https://studentprivacy.ed.gov/resources/transparency-best-practices">https://studentprivacy.ed.gov/resources/transparency-best-practices</a></p>		<p><b>Comments</b>  <a href="#">TOP</a></p>
---	--	--

Yes	Does the LEA website list contact information if parents have questions/comments/suggestions about district data sharing and student privacy policies?	Please direct any questions about student data privacy or educational software use to our Technology Help Desk (support@burbankusd.org).
Yes	Does the LEA website navigation menu include a section indicating where to find data practices/student privacy information?	
Yes	Is a search tool present on LEA website?	
Yes	<i>Search for "FERPA" leads to privacy-related</i>	

	<i>information?</i>	
No	<i>Search for "annual notification" leads to privacy-related information?</i>	
Yes	<i>Search for "student privacy" leads to information regarding the protection / privacy of education records? (specify in comments)</i>	
No	<i>Search for "directory information" leads to DI policy?</i>	
No	<i>Search for "PPRA" leads to privacy-related information?</i>	
No	<i>Search for "technology" leads to privacy-related information?</i>	
No	<i>Search for "applications" leads to privacy-related information?</i>	
No	<i>Search for "apps" leads to privacy-related information?</i>	
Yes	<i>Search for "privacy" leads to privacy-related information?</i>	
Yes	<i>Search for "confidentiality" leads to privacy-related information?</i>	
Yes	<i>Search for "disclosure" leads to privacy-related information?</i>	
No	<i>Search for "security" leads to privacy-related information?</i>	
No	Does the LEA website include a glossary with definitions & links to relevant privacy laws, regulations, or policies?	

Yes	Does the LEA website have language translations available?	Google Translate is available
No	<i>Are all privacy-related documents available in language translations?</i>	
No	<i>Are key privacy-related documents available in language translations? (Note specifically if annual notice and DI policy are included, and what languages, in the comments.)</i>	