

## **PURPOSE**

This document provides guidance to preparation programs and school systems relative to how virtual observations may be conducted while adhering to Louisiana’s data privacy laws.

## **BACKGROUND**

Louisiana’s [school reopening guidance](#) allows essential visitors, including teacher preparation providers, to conduct virtual observations. Essential visitors are individuals who must enter schools or early learning centers in order to conduct visits in accordance with Louisiana law or policy. It is best practice for school systems to have [parental consent](#) to record students. It is also best practice for teacher preparation providers and their school system partners to update their MOU so that it covers virtual observations. The below addendum provides suggested language for updating the MOU.

## **MOU ADDENDUM: SUGGESTED LANGUAGE**

Teacher Preparation Program shall retain the original version of the data and/or electronic media at a single location and shall not make a copy or extract of the data available to anyone except personnel who have a need for the data to perform the services referenced in this agreement. Teacher Preparation Program shall maintain the data in hard copy or electronic form, in an area that has limited access only to Contractor’s authorized personnel. Teacher Preparation Program shall not permit removal of the data from the limited access area. Teacher Preparation Program will ensure that access to the data maintained on computer files or databases is controlled by password protection. Teacher Preparation Program shall establish procedures to ensure that the target data cannot be extracted from a computer file or database by unauthorized individuals. Teacher Preparation Program shall maintain all printouts, discs, or other physical products containing student-level data in locked cabinets, file drawers, or other secure locations when not in use. Teacher Preparation Program shall, under supervision of **XXX**, destroy the data provided to Teacher Preparation Program, including all copies, whether in electronic or hard copy form, when the services are completed or this Agreement is terminated, whichever occurs first.

## **MANDATORY REPORTER REMINDER**

“Any person who provides or assists in the teaching, training, and supervision of a child” is a “mandatory reporter” per Children’s Code CHC 603. Staff does not have to decide if a child’s health or safety is compromised; reporting is confidential and handled by professionals, and they can make that decision. However, if in doubt, staff are required to report directly to DCFS 1-855-4LA-KIDS (1-855-452-5437). For more information visit the [DCFS website](#).