



NEW MANCHESTER ELEMENTARY SCHOOL

"It Takes a Team to Educate a Child"

Cynthia L. Yeater, Principal

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New Manchester Elementary School utilizes a *Biometric Finger Scanning Identification Program* in an effort to provide security for your child's cafeteria account, eliminate clerical errors, and provide students an easy way to identify themselves when using the cafeteria for meals.

What is Biometric Identification?

Biometric identification is automated methods of identifying a person based upon physical or behavioral characteristics. Our County has selected *IdentiMetrics Biometric Finger Scanning Identification Software* because it is fast, accurate, cost-effective, and non-intrusive.

How Does Finger Scanning Identification Work?

Using a finger scanner, the software scans the fingerprint to create and store individual templates of unique points 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!

What About My Child's Privacy?

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 fingerprint characteristics. These templates are stored in the school's database with the same high level of security of all of your child's 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. **No fingerprints can be recreated or delivered to any agency – Governmental or otherwise.**

Thanks for Being Involved!

It is important to us that your child's experience in school is education and rewarding. We hope you will find this new way of identifying your child to be safe, easy, accurate, and efficient. If you have any questions, please do hesitate to contact the school.

Sincerely,

Cynthia L. Yeater
Cynthia L. Yeater, Principal

A POLICY STATEMENT
OF
THE HANCOCK COUNTY BOARD OF EDUCATION
New Cumberland, West Virginia

**Student Privacy and Participation
In the Biometric Identification Program**

Prior to collecting biometric information* from newly enrolled students, pre-K students or kindergarten students, the school shall provide notification of the intent to do so to the parents or individual who has legal custody of the student or to the student if he or she reached the age of 18. A two-week period 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 considered as giving permission for the student to participate.

All biometric information shall be destroyed within 30 days after the student's graduation or withdrawal from the school district or upon receipt in writing of a request for discontinuation of participation in the biometric identification program by 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.

The school district 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 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.

*Biometric information means the non-invasive electronic measurement evaluation of any physical characteristics that are uniquely attributable to a single person, including fingerprint characteristics, eye characteristics, hand characteristics, vocal characteristics, facial characteristics and any other physical characteristics used for the purpose of electronically identifying that person with a high degree of certainty.

DATE ADOPTED: 02/23/15

The above Policy Statement is an integral part of the Official Policy Manual of this Board of Education as of the date shown adopted.