



PPS Data Confidentiality Agreement for Dashboard Access

Access Request for: (check one)

Administrator's Dashboard

Director's Dashboard

All users authorized to access the eSIS Student Information System, the K12Intelligence Data Mart or the K12Intelligence Dashboard(s) are required to abide by the policies governing review and release of student education records. The Family Educational Rights and Privacy Act (FERPA) of 1974 mandates that information contained in a student's education record must be kept confidential and outlines the procedures for review, release and access of such information.

Access to student information systems will be granted only to those individuals who have been determined to have a legitimate educational interest in the data. Individuals who have been granted access must understand and accept the responsibility of working with confidential student records.

Student records contained in these systems may have multiple school, district and data owners. Employees or contractors of one district must adhere to the same confidentiality responsibilities to student data from other districts in cases where access to multiple districts' student data is possible.

FURTHERMORE:

- I will only view that data for which my organization is responsible, under normal circumstances.
- I agree that I will be a responsible user of data, data I obtain will be stored under secure conditions, and that I will dispose of confidential reports in an appropriate manner.
- I will make every reasonable effort to maintain privacy of the data.
- Prior to sharing data with others, electronically or otherwise, I will ensure that the recipient is authorized and has a need to access the data and understands their responsibilities. Further, if data is shared via e-mail outside of the district's secure network, data files will be encrypted and password protected.
- I will signoff or lock my session when not using it, and agree to report any unauthorized data access to a supervisor.
- I am responsible for protecting the security of the records and confidentiality of the information to which I have access. Specifically:
 - I will neither knowingly include nor cause to be included a false or misleading entry in any record.
 - I will not copy, reproduce, electronically print, or forward any record, except in the performance of my defined duties.
 - I will not divulge, in any way, knowledge of any confidential information that I have learned.
 - I will not redisclose personally-identifiable information regarding a student to a third party without obtaining written parent/ guardian permission.

I have read and clearly understand my responsibility to respect and maintain the confidentiality of all records and information to which I have been given access. By signing below I acknowledge the receipt of this *Data Confidentiality Agreement* and agree to abide by the terms and conditions of this agreement.

Employee's Name (Please Print)

Employee's Signature

Employee ID Number

Department/School

Employee's Position

Supervisor's Name (Please Print)

Supervisor's Signature

Date