



STUDENT DATA CONFIDENTIALITY AGREEMENT

I acknowledge my responsibility to respect the confidentiality of student records and to act in a professional manner in the handling of student performance data. I will ensure that confidential data, including data on individual students, is not created, collected, stored, maintained, or disseminated in violation of state and federal laws.

Furthermore, I agree to the following guidelines regarding the appropriate use of student data collected by myself or made available to me from other school/system employees, iNow, SETS, data export or any other file or application I have access to:

- I will comply with school district, state and federal confidentiality laws, including the state Data and Information Governance and Use Policy, the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g and 34 CFR Part 99; and, and the Mountain Brook Schools Student Data Confidentiality Agreement.
- Student data will only be accessed for students for whom I have a legitimate educational interest and will be used for the sole purpose of improving student achievement. Or, in the case of data designated as Directory information, for the purpose for which it was requested.
- I understand that student specific data is never to be transmitted via e-mail or as an e-mail attachment unless the file is encrypted and/or password protected. There may be exceptions if the data transmitted ONLY includes data classified as Directory information and is part of an approved data export.
- I understand that it is illegal for a student to have access to another student’s data. I will not share any student’s information from any source with another student, staff member, parent, community member, etc.
- If applicable, I will securely log in and out of the programs that store student specific data. I will not share my password. Any documents I create containing student specific data will be stored securely within the District network or within a password protected environment. I will not store student specific data on any personal computer and/or external devices that are not password protected. (external devices include but are not limited to USB/Thumb drives and external hard drives)
- Regardless of its format, I will treat all information with respect for student privacy. I will not leave student data in any form accessible or unattended, including information on a computer display.
- In the event, that the data is part of a data export, I will destroy both electronic and paper copies of the data after using it for the intended purpose.
- I understand that only district personnel will export directory information and that all request must be made through the Request for Data Export online form.

By signing below, I acknowledge, understand and agree to accept all terms and conditions of the Mountain Brook Schools Student Data Confidentiality Agreement.

Signature of Employee or Volunteer

Date

Job Title

School

Signature of Principal Providing Authorizing Access