



Palm Springs Unified School District
150 District Center Way, Palm Springs CA 92264

STUDENT INFORMATION SYSTEM CONFIDENTIALITY AGREEMENT

The Technology department at Palm Springs Unified School District takes the privacy and confidentiality of student data very seriously. All Student Information System users are required to abide by The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, which mandates that information contained in a student's education record be kept confidential.

It is expected that individuals with granted access **understand** and **accept** the responsibility to protect our student data and will only access information specifically related to those students for which you have a legitimate **educational interest**. This means that student data should only be accessed on a "need to know" basis that is essential to carrying out the responsibilities of your job. Being a school/district employee does not constitute legitimate educational interest. Your need to know must be related to your job responsibilities.

Furthermore, you agree to the following guidelines regarding the appropriate use of student data collected by yourself or made available to you from other school/employees or applications you have access to:

- I will keep my username and password private and will not share it with other individuals.
- I will not log in using another employee's account information.
- I agree to protect the privacy and confidentiality of student information to which I have access and shall use it solely for the performance of my official duties.
- I agree not to access information about students outside of my unit of responsibility.
- I will not leave student data in any form accessible or unattended, including information displayed on a computer and will sign off the system when not using it.
- I will not transfer identifiable information about students using non-secure methods (e.g., email, online discussion board, social networks, etc.)
- I understand that all external research requests, including those from curriculum publishers, testing companies and other outside parties must have written approval from a District Administrator.
- I will not share any student's information from any source with another student.
- I will not record or include any false or misleading data into any student record.
- I will not change or delete any record unless it is done in accordance with PSUSD's policies and procedures.
- I will not divulge any confidential information that I have learned about a student.
- I will dispose of confidential reports in an appropriate manner when I am done using that information.

By signing in to PSUSD's Student Information System, I am agreeing that I clearly understand my responsibilities to respect and maintain the confidentiality of all information to which I have access and agree to abide by the terms and conditions of this agreement.