

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 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 Calhoun County 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.
- 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.
- 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.
- 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.

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

_____ **Date** _____

Signature of Employee

_____ **School** _____

Job Title

Request for Email Account and Other Resources for Contract Employees

For contract employees to qualify for an email account in the ccboe.us/calhoun.k12.al.us domain, they shall have a contract on file with Personnel and perform work for Calhoun County Schools on a regular basis. If Calhoun County Schools has a contract with an agency to send "consultants" to Calhoun County Schools on an as needed basis, they generally do not qualify and should use the email account provided to them by the agency. However, we will review all requests.

Contract Employee legal Name: _____
(First Name) (Middle Name) (Last Name)

Requester: _____ Department/School: _____

Start Date: _____ End Date: _____

Work to be Performed or Position: _____

Is contract employed through Kelly Services? ____ Yes ____ No ____ Other

Has contract employee had background check? ____ Yes ____ No

Has contract employee been E-Verified? ____ Yes ____ No ____ NA

Other Access Requested: Inow-should have permissions equal to ____ Teacher ____ Office ____ Other If other, please specify: _____

SETS Account with permissions equal to ____ Staff ____ Office ____ User

Reason for Request: _____

Signature of Requester: _____

Signature of Administrator: _____

____ Denied ____ Approved Date: _____

____ Initials