



Administrative Access Data Confidentiality Agreement

Information contained in our data systems, including those for Student, Special Education and Financial and Human Resource records must be maintained in a confidential and secure manner at all times.

As a designated staff person or one who has temporary access to electronic records on a computer system, across a network or via any other source or media storage you are required to maintain this information in a secure and confidential manner. The unauthorized access to or modification, deletion or disclosure of information from any such system may compromise the integrity of the system or otherwise violate individual rights of privacy and may constitute a criminal act.

The Family Educational Rights and Privacy Act (FERPA), passed by the U.S. Congress, specifically provides for the protection of information about students and their families. Though Mead School District, as an educational agency, may collect and maintain data about students, access to that information is restricted to educators and support staff who “need to know” the information in order to carry out their professional responsibilities.

Distribution and/or reproduction of any record or information outside the intended and approved use necessary to carry out your job duties is strictly prohibited.

Strong, regularly changed passwords enhance the security of data systems and must be engaged by all users. Users are responsible for notifying Technology Services if they suspect their passwords have been compromised.

District computer systems are to be used by authorized persons only. Confidential data obtained or extracted must be stored under secure conditions and disposed of by shredding or thorough deletion as appropriate.

This statement of confidentiality is supplemental to the Electronic Resources Policy and Procedures 2022 and related District forms and does not supersede the terms in those documents in any way.

I will not:

- Discuss verbally or distribute in electronic or printed formats, confidential student, employee, or other District data except as needed to conduct MSD business as required by my position.
- Divulge, in any way, knowledge of any confidential information that I have learned.
- Transmit unencrypted confidential data via email or other unsecure means.
- Leave my workstation with data programs or applications open.
- Gain or attempt to gain unauthorized access to student, employee or District data.
- Write down or share my user ID(s) and password(s) with anyone nor use anyone else’s user ID(s) or password(s) in an attempt to gain access to student, employee or other District data.
- Use or allow other persons to use such data for personal gain.
- Make unauthorized copies for storage or distribution of such data.
- Engage in any activity that could compromise the security or confidentiality of such data.

I acknowledge and agree to the above requirements. I further acknowledge that willful, unauthorized disclosure of District information violates the District’s policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

 Print Employee Name

 Employee Signature

 School/Department

 Position/Title

Date _____

RETURN to your School or Department Supervisor