

Request for Email Account and Other Resources for Contract Employees

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

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

Requesting administrator: _____ Department/School: _____

Contract start date: _____ Contract end date: _____

Position / Work to be performed: _____

Is contract employed through EDUStaff? Yes _____ No _____ N/A _____

Individual has completed background check? Yes _____ No _____

Individual has been E-Verified? Yes _____ No _____ N/A _____

Please select appropriate permissions for PowerSchool or Special Programs(SPED) if needed:

PowerSchool: School Admin _____ Teacher _____ Office _____ Counselor _____ Nurse _____

Special Programs: School Admin _____ Teacher _____ Office _____ Counselor _____ Nurse _____

Signature of requesting administrator: _____

Technology Approval:

_____ Approved

_____ Denied Reason for denial: _____

Signature of Technology representative: _____

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 me or made available to me from other school/system employees, PowerSchool SIS, Special Programs, 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 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.

Signature of Employee

Date

Job Title

School