Virgin Islands Department of Education
PowerSchool Student Information System (SIS) Access User Agreement

---

PURPOSE OF AGREEMENT

This User Agreement outlines the responsibilities and expectations for all individuals granted access to the Virgin Islands Department of Education's PowerSchool Student Information System (SIS). By signing this agreement, the user acknowledges and accepts all obligations related to the protection, confidentiality, and proper use of student information.

USER RESPONSIBILITIES

As an authorized SIS user, I agree to:

- ☐ Use SIS access solely for legitimate educational interests and assigned job duties.
- ☐ Maintain the confidentiality of all login credentials and never share my username or password.
- ☐ Always Protect student Personally Identifiable Information (PII).
- ☐ Log out of the system when not actively using it.
- ☐ Avoid downloading, storing, or transferring student data to personal or unsecured devices.
- ☐ Ensure all printed SIS documents are securely stored and shredded when no longer needed.
- ☐ Refrain from emailing student PII unless encrypted and approved by VIDE.
- ☐ Report any suspected misuse, unauthorized access, or data breach immediately to the PRE Division.

PROHIBITED ACTIONS

I understand that I am strictly prohibited from:

- ☐ Sharing SIS credentials or using another person's login.
- ☐ Accessing student records for personal reasons or curiosity.
- ☐ Modifying or altering student data without authorization.
- ☐ Exporting or distributing SIS data outside approved VIDE systems.
- ☐ Using SIS data for non-institutional, commercial, or personal purposes.

MONITORING & AUDITING

I acknowledge that:

- ☐ All SIS activity is logged and monitored.
- ☐ The PowerSchool Admin Team conducts periodic audits of user access and activity.
- ☐ Unauthorized access attempts trigger alerts and investigation.

TRAINING REQUIREMENTS

I certify that:

- ☐ I have completed the required PowerSchool SIS training.
- ☐ I understand how to properly access, handle, and protect student information.
- ☐ I will complete annual refresher training or additional training when system updates occur.

ENFORCEMENT & CONSEQUENCES

I understand that violations of SIS policies or this User Agreement may result in:

- ☐ Revocation of SIS access
- ☐ Disciplinary action
- ☐ Suspension or termination of employment
- ☐ Legal action in accordance with VIDE policies and territorial law

---

USER ACKNOWLEDGMENT & SIGNATURE

By signing below, I acknowledge that I have read, understand, and agree to comply with the Virgin Islands Department of Education's SIS Access Policy and all related data security requirements.

Employee Name: _____

Position/Title: _____

Division/School: _____

Employee Signature: _____

Date: 07/20/2026 _____