Non-Employee Information Access

Annual Non-Disclosure of Confidential Information Agreement

As a partner with WWPS, serving in your role as _____(title), I _____(name) understand that I will be working directly or indirectly with confidential information and that the term "confidential information" means any and all information obtained by or created for WWPS which is exempt from mandatory disclosure pursuant to the state public disclosure laws at Chapter 42.17 RCW including, but not limited to:

1. Any assessment-related information, the disclosure of which could impair or compromise the validity or reliability of the assessment, including but not limited to:
    a. Student assessment and test items, questions, problems, and exercises;
    b. Student assessment and test scoring keys and other data used to administer a student assessment.
2. Any other personally identifiable student related information, or portrayal of student related information in a personally identifiable manner, including, but not limited to:
    a. Student demographic data (name, address, SSN, gender, DOB, etc.)
    b. Personal student number identifiers, such as student ID, SSID, other ID, etc.
    c. Any combination of information that would make a student's identity easily traceable, such as Special Education, LAP, race, Free and Reduced Lunch, etc.
    d. Test results for schools and districts which test fewer than 20 students per grade level.

I understand that I shall safeguard all confidential information from disclosure to or access by unauthorized persons by strictly adhering to physical, electronic, and managerial safeguards now and hereafter adopted by WWPS against unauthorized access to and unauthorized disclosure of such information. These safeguards include, but are not limited to, restricting access to confidential information to only those authorized staff, officials, and agents of WWPS who need it to perform their official duties; storing confidential information in an area that is safe from access by unauthorized personnel during duty hours as well as non-duty hours or when not in use; implementing electronic safeguards established by WWPS policies and procedures; and assuring that only authorized staff, officials, and agents of WWPS are provided access to online files containing confidential information.

I understand that I am prohibited from directly or indirectly making any unauthorized disclosure of any such confidential information to any other person or entity, and I swear and affirm that I will not do so.

Finally, I understand that if I participate in any unauthorized disclosure of confidential information I may be subject to applicable disciplinary, civil, and criminal proceedings and/or penalties.

Non-Employee Signature: _____ **Date:** _____

Printed Name & Title: _____

Personal Physical Address: _____

Phone number & Email: _____

Walla Walla Public Schools (WWPS) hereby grants permission to the aforementioned individual to have access to the following systems and student information in order to perform official duties:

System Access Guideline for approved areas

System	**Grant/Project/Organization**					
Account	**Gear Up**	**Elevate CCRA**	**Contracted (SPED)**	**Health Center**	**CIS**	**ECEAP**
Qmlativ						
-Student Information	X	X	X	X	X	X
-Discipline	X		X	X	X	
-Free and Reduced	X					
-Health/Nurse			X	X		
Active Directory account (Windows, shared server, Wi-Fi)	X	X	X		X	
Google	X	X	X	X	X	X
Work Station - Phone	X	X	By position	By position	X	X
Work Station – Computer (Desktop/Laptop/Chromebook)		X	X			
SchooLinks		X				

WWPS hereby represents and warrants that is has complied with all applicable provisions of the Family Educational Rights and Privacy Act of 1974 and 34 CFR Part 99 necessary for it to authorize _____ (non employee's individual name) to be provided with the aforementioned information.

The authorized individual agrees to comply with WWPS Electronic Resources & Internet Safety policy 2022 and Acceptable Use Guidelines.

Granted accesses timeline from _____(date) to _____(date).

The undersigned represents WWPS and he or she is authorized to execute this instrument on behalf of WWPS:
Building Administrator

Building Administrator Signature: _____ **Date:** _____

Printed Name: _____ **Phone Number:**_____

Building: _____

Submit signed and completed form to *helpdesk@wwps.org*.

Walla Walla Public Schools

2022 Policy - Electronic Resources and Internet Safety

The board of directors recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that staff and students need to be proficient and safe users of information, media, and technology to succeed in a digital world.

Electronic Resources

Therefore, the district will develop and use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways and for staff to educate them in such areas of need. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings use these tools. The district's technology will enable educators and students to communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives.

The superintendent or designee will: 1) create strong electronic resources and develop related educational systems that support innovative teaching and learning; 2) provide appropriate staff development opportunities regarding this policy; and 3) develop procedures to support this policy. The superintendent or designee is authorized to develop procedures and acceptable use guidelines for staff and students as to use of district electronic resources, including those that access Internet and social media, and to regulate use of personal electronic resources on district property and or related to district activities.

Internet Safety

To help ensure student safety and citizenship with electronic resources, K-12 students will be educated about Internet safety. This will include appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response.

To promote the Internet safety and appropriate online behavior of students and staff as they use electronic resources and access material from the Internet, the superintendent or designee is authorized to develop or adopt Internet safety procedures, acceptable use guidelines, and, for students, related instructional materials for every grade level. The superintendent or designee in evaluating such procedures and instructional materials should take into account District electronic resources, community norms, privacy rights, responsible use, and issues of concern with student or staff use of electronic resources.

As a component of district Internet safety measures, all district-owned electronic resources, including computer networks and Wi-Fi, in all district facilities capable of accessing the Internet must be filtered to prevent access to obscene, racist, hateful or violent content.

However, given the ever-changing nature of the Internet, the district cannot guarantee that a student will never be able to access objectionable material.

Further, when students use the Internet from school facilities for educational purposes during instructional time, district staff will make a reasonable effort to supervise student access and use of the Internet. If material is accessed that violates district policies, procedures or student guidelines for electronic resources or acceptable use, then district staff may instruct the person to cease using that material and/or implement sanctions consistent with district policies, procedures, guidelines, or student codes of conduct.

Cross References:
5281 Disciplinary Action and Discharge
4400 Election Activities
4040 Public Access to District Records
3241 Classroom Management, Corrective Actions or Punishment
3231 Student Records
3207 Prohibition of Harassment, Intimidation and Bullying
2025 Copyright Compliance
2020 Curriculum Development and Adoption of Instructional Materials

Legal References:
18 USC 2510-2522 Electronic Communication Privacy Act
Pub. L. No. 110-385 Protecting Children in the 21st Century Act

Management Resources:

2015 – June Issue

2012 - October Issue

2012 - February Issue

Policy News, June 2008 Electronic Resources

Policy News, June 2001 Congress Requires Internet Blocking at School

Policy News, August 1998 Permission required to review e-mail

Adopted by the Board: July 16, 2002

Revised: 10.03; 10.12; 08.15

Revised: April 17, 2018