

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, through but not limited to Infinite Campus, Illuminate, assessment data sets or any other file or application I have access.

- I will comply with school district, state and federal confidentiality laws, including the Family Educational Rights and Privacy Act (FERPA), 20U.S.C. § 1232g and 34 CFR Part 99; and, and the Pickerington Local School District 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 or data analysis.
- 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 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.
- I will not disclose any of the specific student data to sources, companies or individuals outside of the PLSD staff, unless approved directly by the PLSD Superintendent or their designee.
- I will destroy all PLSD student data (physical and electronic data) that is in my possession at the end of the contract with PLSD.

By signing below, I acknowledge, understand and agree to accept all terms and conditions of the Pickerington Local School District Student Data Confidentiality Agreement.

Signature of Contracted Employee

Date

Company Name