



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 confidentiality laws.

I also 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 or applications to which I have access:

- I will comply with school district, state and federal confidentiality laws, including the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g and 34 CFR Part 99; ARS15-141; and, and all relevant SUSD Governing Board policies.
- Student data will only be accessed for students I serve and for whom I have a legitimate educational interest; data 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 not legal 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 all district applications/software programs (to which I have access) 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. (external devices include but are not limited to USB/Thumb drives, cell phones, laptops 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 Sahuarita Unified School district Student Data Confidentiality Agreement.

Signature of Employee/Intern/Student Teacher

Date

Job Title

School/Department