



CONFIDENTIALITY AGREEMENT

In general, student educational records include records, files, documents and other materials that are directly related to a student and are maintained by the school system. As an employee of Alabaster City Schools, you may have access to student education records while on or off campus in order to perform your duties for the school system.

By signing this agreement, you agree to abide by the following guidelines regarding the appropriate use of student educational records:

- I will comply with school district, state and federal confidentiality laws, including the school system's Data Governance and Use Policy and Procedures, the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g and 34 CFR Part 99; and, and this Agreement.
- I will not disclose the contents of student educational records to persons who do not have the right to access the records pursuant to FERPA or other applicable requirements.
- I will review and familiarize myself with the school system's FERPA notifications to parents/guardians contained in the Student Code of Conduct.
- I will only access student records for students for whom I have a legitimate educational interest.
- I understand that a student should not have access to another student's confidential educational records.
- If I become aware of a breach of confidentiality of student records, I will report it to my immediate supervisor.
- I will securely log in and out of the programs that store student educational records. I will not share my password. Any documents that I create containing student educational records will be stored securely within the District network or within a password protected environment. I will not store student educational records 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.)
- I will handle and store student educational records in a manner designed to prevent unauthorized persons from accessing those records regardless of its format, including information on a computer display.
- Regardless of its format, I will treat all information with respect for student privacy. I will not leave student educational records 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 Alabaster City Schools Confidentiality Agreement.

Print Name of Employee

Date_____

Signature of Employee

School_____



**Intern/Contract Worker/Long-Term Substitute
Information Form**

*To be completed by potential employee.
Please PRINT clearly.
Complete ALL information.*

Legal Name:

First Name: _____

Middle Name: _____

Last Name: _____

Maiden Name:
(if applicable) _____

Gender:

- ☐ Male
☐ Female

Ethnicity:

Are you Hispanic or Latino?

- ☐ Yes
☐ No

Race:
(Choose one)

- ☐ American Indian/Alaskan Native
☐ Asian
☐ Black/African American
☐ Native Hawaiian/Pacific Islander
☐ White
☐ Two or More Races

Reporting Ethnicity:
(Choose one)

- ☐ African-American
☐ American Indian
☐ Asian
☐ Caucasian
☐ Hispanic
☐ Pacific Islander
☐ Other

Address:

Street: _____

City: _____

State: _____

Zip Code: _____

Home/Mobile Phone: _____

Date of Birth: _____

Signature: _____

Today's Date: _____



Request for Technology Access Contract Employees

For contract employees to qualify for a district Google account on the acsboe.org domain, they must have a contract on file with Human Resources and perform work for Alabaster City Schools on a regular basis. If Alabaster City Schools has a contract with an agency to provide services to Alabaster City Schools on an as-needed basis, they generally do not qualify and should use the email account provided to them by the agency. However, ACSIT will review requests and may provide email access if it is necessary for the agency to perform its contractual duties.

To be completed by requester. Please PRINT clearly. Complete ALL information.

Requester Name: _____ Department/School: _____

Start Date: _____ End Date: _____

Position:

- ☐ Contract Worker
☐ Long-Term Sub.
☐ Intern
☐ Other (please describe): _____

Is contract employed through Kelly Services?

- ☐ Yes
☐ No

Background check complete:

- ☐ Yes
☐ No

E-verified:

- ☐ Yes
☐ No
☐ N/A

Type of Access Requesting:

- ☐ Google (email)
☐ Network/WiFi
☐ PowerSchool

PowerSchool Access Role:

- ☐ Teacher
☐ Office
☐ Other (please describe): _____

If requesting PowerSchool access, describe reason:

Signature: _____

Today's Date: _____

office use only:

- ☐ Approved _____ Initials
☐ Denied

Date: _____



Steps for Requesting ACS Technology Access For Intern/Contract Worker/Long-Term Substitute

Note: The coordinator/administrator supervising the inter/contract worker/long-term substitute is responsible for completing the following:

- Have the potential employee complete the Intern/Contract Worker/Long-Term Substitute form.
- Complete the following forms:
 - Request for Technology Access form
 - Signed Data Governance Policy (Confidentiality Agreement)
- Scan and email all forms to the ACS Technology Department for review.

The coordinator/administrator will be contacted if the request is approved. All account login information will be emailed as well. The coordinator/administrator may then provide the information to the inter/contract worker/long-term substitute.

Note: All requests are not guaranteed approval. If a request is NOT approved, a member of the Technology Department will contact the coordinator/administrator.

ACSIT will terminate accounts immediately following the provided end date. Contact ACSIT via email if the end date changes. If a change in end date is not communicated, the account will be disabled automatically.

Signature

Today's Date

