



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