



MORGAN HILL UNIFIED SCHOOL DISTRICT

15600 CONCORD CIRCLE • MORGAN HILL, CA 95037 • (408) 201-6023

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 data. I will ensure that confidential data, including personally identifiable information (PII) 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 or district employees:

- I will comply with school district confidentiality policies, as well as state and federal confidentiality laws including Family Educational Rights and Privacy Act (FERPA): <http://www.ed.gov/offices/OM/fpc/ferpa/>, and the Children's Online Privacy Protection Act (COPPA): <https://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/childrens-online-privacy-protection-rule>
- Student data will only be accessed for students for whom I have a legitimate professional need and will be used for the sole purpose of improving student achievement or ensuring student and school safety.
- I understand that student specific data is never to be transmitted via email or as an email attachment unless the file is encrypted, password protected or PII has been redacted.
- I will securely log in and out of the programs that store student specific data. I will not share my password nor keep password information in an accessible location. 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 that are not password protected. (External devices include but are not limited to USB/thumb drives, external hard drives, cell phones and tablets.)
- I will not record any digital or online virtual learning or assessment sessions that would become part of a student's record.
- 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 or hard copy documents.
- Any digital or hard copy records containing PII will be returned to the district office or school site when employment or job assignment has been completed or terminated.

By signing below, I acknowledge, understand and agree to accept all terms and conditions of the Morgan Hill Unified School District's Student Data Confidentiality Agreement.

Signature of Employee/Contractor

Date

Print Name

Job Title