

Hortonville Area School District Staff
Confidentiality Agreement



The Hortonville Area School District takes the confidentiality and privacy of student data seriously. Under the guidelines of the federal law called Federal Education Rights and Privacy Act (FERPA) and School Board Policy 2416, 8330 and 8350, all staff members are required to follow the following confidentiality guidelines.

As an employee of the Hortonville Area School District I agree to keep confidential all individual data pertaining to or as part of the process of accessing Alpine Achievement Systems AND:

- Will access information related only to those students for which I have a **legitimate educational interest?** Essentially, legitimate educational interest is necessary for employees to carry out their responsibilities in support of Hortonville Area School District's educational mission. You can also think of legitimate educational interest as a "need to know" that is essential to carrying out your job responsibilities related to education.

It is important to understand several points related to "legitimate educational interest:"

- Curiosity is not a legitimate educational interest. Just because you have access to ISIS and are able to view the record of your neighbor's son, does not mean that you have a legitimate educational interest in his grades and cumulative GPA.
 - Simply the fact that you are a district employee does not constitute legitimate educational interest. Your need to know must be related to your job responsibilities in support of the district's educational mission. In other words, records should be used only in the context of official business in conjunction with the educational success of the student.
 - Your legitimate educational interest is limited. While you may have a need to access education records for students in your school, you do not necessarily have a similar need to view records of students outside your school. In other words, access to information does not authorize unrestricted use.
- Will keep their username and password private (will not share with others)
 - Will ensure that student achievement data remains secure and private
 - Will not leave paper records in a place where students or others will find them
 - Will not leave electronic files in a location where students or others will find them (e.g., on a public drive, on the desktop or in the recycle bin of a computer in a computer lab)
 - Will not transfer identifiable information about students using non-secure methods (e.g., online discussion board, social networks)
 - When sharing summary-level data in a public forum, will ensure that individual students cannot be identified (Minimum group size at the designated state minimum or higher, for example)
 - Will share identifiable information about an individual student with other district employees only when there is a "legitimate educational interest" in knowing the specific information.
 - Will get approval from the director/principal prior to sharing any student achievement data other than that which is publicly available from district or state sources (e.g., posted on the district or state website)
 - Will secure written permission from the director/principal prior to including any student achievement data that is not publicly available in any research report for an undergraduate or graduate course or for internal research.
All external research requests, including those from curriculum publishers, testing companies, universities, and all other outside parties, must be approved in writing by the District Administrator.
 - Will adhere to a standard of entering data into systems with the knowledge that it is a public record and that information beyond the pupil record must be considered a Personal record or note. If a school staff member shares some or all of the contents of a personal record or note (which are not part of a pupil record) regarding a student, this information loses its personal nature and necessarily becomes a pupil record and must be entered into the appropriate student file (e.g., progress record, behavioral record, patient health care record, etc.), Wis. Stat. sec. 118.125(1)(d).

Employee Signature:

Date: