

Hortonville Area School District
Volunteer Confidentiality Agreement Form – Board Policy #8350



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 and volunteers are required to follow the following confidentiality guidelines.

As a volunteer of the Hortonville Area School District I agree to keep confidential all individual data.

- Will only have information related to those students for which I have a **legitimate educational interest**. Essentially, legitimate educational interest is necessary for volunteers 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 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 are a volunteer in the district and maybe able to view the record of your neighbor's son, does not mean that you have a legitimate educational interest in any information.
- Simply the fact that you are a district volunteer does not constitute legitimate educational interest. Your need to know must be related to your 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 a school, you do not necessarily have a similar need to view records of students outside a school. In other words, access to information does not authorize unrestricted use.
- If given access to a computer, you will keep your 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 transfer identifiable information about students using non-secure methods (e.g., online discussion board, social networks)
- Will share identifiable information about an individual student with district employees only when there is a "legitimate educational interest" in knowing the specific information.
- Understand, if a volunteer 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).

My role as a Volunteer in the Hortonville Area School District requires, that I keep information about children in the school district confidential. I understand that the Family Educational Rights and Privacy Act is Federal Law. It protects the privacy of student education information and records. Information sharing to non-school personnel and/or personnel that are not directly involved with a child is prohibited. Failure to comply with this guideline will result in volunteerism revocation.

I have read and understand the above information.

Volunteers Name / Signature

Date

Please return form to the District Office.