

PEIMS/ITCCS Confidentiality Agreement

Part 1: Authorized User Information

First Name: _____ Last Name: _____

Position: _____ Employee I.D. Number: _____

Campus/Dept. ID: _____

Part 2: ITCCS Information

Through the PAISD electronic network, you are being given access to the Internet Texas Computer Cooperative Software (ITCCS). Through this connection you will be able to access student demographic and academic performance information from the Public Education Information Management system (PEIMS). This information is confidential, and only authorized personnel are allowed to use the system for authorized purposes only. You will be given access only to areas that are within the scope of your assignment duties.

Part 3: Terms of Agreement (Please read and sign below:

User name and password confidentiality

The purpose of your user and password is to authenticate our identity to the computer systems. Sharing of your user name and password is prohibited. This agreement is signed by all P.A.I.S.D. Management Information System data entry personnel upon employment.

Confidentiality of Information

All information contained in the ITCCS computer systems is confidential, and must not be disclosed for unauthorized purposes. PEIMS provides an essential service for the collection of student data. Projects often involve sensitive and confidential information. Truthful and accurate information is critical to the accuracy of PEIMS results and procedures. Consequently, the nature of the information collected by PEIMS requires a commitment of confidentiality to protect students' privacy. A guarantee of confidentiality is also a prerequisite to working with PEIMS information. Breaches of confidentiality would violate assurances we have given that are essential to obtaining truthful and accurate information, thereby impinging on our ability to produce accurate and reliable products. TEA requires that each employee with direct access to this confidential student-level information read and sign the following confidentiality agreement as a condition of employment.

Examples of Improper Access

- € Accessing student information not related to current work responsibilities
- € Using another person's user name and password to gain access to any computer system
- € Allowing another person to use a user name and password assigned to you
- € Failing to sign off at the end of a session thus allowing another user to access data and perform actions in your account

Consequences

Individuals who improperly use user names and passwords or confidential information contained in the computer system will be referred to the Superintendent or designee. Disciplinary action may include loss of access privileges, employment termination and/or legal action.

CONFIDENTIALITY AGREEMENT

I HEREBY AGREE NOT TO RELEASE PERSONALLY IDENTIFIABLE INFORMATION TO ANY NON-AUTHORIZED PERSONNEL WITHOUT PROPER AUTHORIZATION FROM THE EXECUTIVE DIRECTOR OF MANAGEMENT INFORMATION SERVICES. I am aware of the possible consequences of improper use. I will immediately request that my password be changed if I suspect that another person knows my password, and I will report the suspicion to the Executive Director of Management Information Services. I have on file with the Department of Technology/MIS and Media Resources a copy of my Confidentiality Agreement and will abide by the provisions for using the District's Electronic Communication and Data Management system.

Employee Signature: _____

Supervisor's Signature: _____

Date: ____/____/____

Please return the original to the Department of Technology/MIS and Media Resources and keep a copy for yourself.