

**Detroit Public Schools
Employee Confidentiality Statement (Interim)**

Information contained in Student, Financial and Human Resource records for any Detroit Public School student, employee, and/or any contracted or consulting staff person, must be maintained in a confidential manner at all times.

As a designated staff person or an employee of an office or school facility that has access to electronic records on a computer system, across a network or via any other source or media storage, you are required to maintain this information in a confidential manner. The unauthorized access to, modification, deletion or disclosure of information from any such system may compromise the integrity of the system or otherwise violate individual rights of privacy and may constitute a criminal act.

The Family Educational Rights and Privacy Act (FERPA), passed by the U.S. Congress specifically provides for the protection of information about students and their families. Though DPS, as an educational agency, may collect and maintain data about students, access to that information is restricted to educators and support staff who "need to know" the information in order to carry out their professional responsibilities.

Distribution and/or reproduction of any record or information outside the intended and approved use necessary to carry out your job duties is strictly prohibited.

Illegal access or misuse of this information is punishable by fine and/or imprisonment. Further, District computer systems are to be used by authorized persons only.

This statement of confidentiality is supplemental to District and Information Technology policy related to data, software, and information management and does not supersede those policies in any way.

I will not:

- Discuss verbally or distribute in electronic or printed formats, confidential student, employee, or other District data except as needed to conduct DPS business as required by my position.
- Knowingly falsely identify myself.
- Gain or attempt to gain unauthorized access to student, employee, student, or District data.
- Write down or share my user ID(s) and password(s) with anyone nor use anyone else's user ID(s) or password(s) in an attempt to gain access to student, employee, or other District data.
- Use or allow other persons to use such data for personal gain.
- Make unauthorized copies for storage or distribution of such data.
- Aid, abet, or conspire with any other person to violate this agreement
- Engage in any activity that could compromise the security or confidentiality of such data.

I acknowledge and agree to the above requirements. I further acknowledge that willful, unauthorized disclosure of District information violates the district's policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

Date: _____

Print Employee Name

Employee Signature

Office/Department

Position/Title

RETURN BY FAX TO INFORMATION TECHNOLOGY: 313-873-3209