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## Student Records Security and Confidentiality Agreement

Security and confidentiality of student records are matters of concern to all volunteers and student workers having access to student records. Access to student information is subject to the federal Family Educational Rights and Privacy Act of 1974 (FERPA) as well as the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and Oregon health information law, ORS 746.600 et.seq. FERPA deals with all student information while HIPAA deals specifically with individually identifiable health information. Both laws basically say that persons should only have access to the specific information required in the performance of their individual job function. Since conduct either on or off the job could affect or threaten the security and confidentiality of student record information, each volunteer, or student worker is expected to adhere to the following:

1. No one may make or permit unauthorized use of any information in files maintained, stored or processed by the employing department, school or school district.
2. No one is permitted to seek personal benefit or allow others to benefit personally by knowledge of any confidential information, which has come to them by virtue of their work assignment.
3. No one is to exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment.
4. No one may knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry. Only authorized personnel should be working on confidential materials.
5. No official record or report, or copy thereof, may be removed from the office where it is maintained, except in the performance of a person's duties.
6. No one is to aid, abet, or act in conspiracy with another to violate any part of this Agreement.
7. Any knowledge of a violation of this Agreement must immediately be reported to the person's supervisor.

Participants are required to adhere to the Student Records Security and Confidentiality Agreement. Specifically all school district staff, volunteers and student workers are expected to adhere judiciously to the regulations and requirements in this document.

Official documents (electronic records, student folders, transcripts, microfiche printouts, etc.) are to be used only as required in the performance of delegated supervised activities. Questions and concerns should be referred to the immediate supervisor.

Violation of this Agreement may lead to reprimand or dismissal of duties from the district consistent with the general district policies. Violation can also lead to action under the State of Oregon Statutes pertaining to theft, alterations of public records, or other applicable sections.

I have received a copy of, have read, do understand, and will comply with the Student Records Security and Confidentiality Agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building/Position

\_\_\_\_\_  
School Administrator approving account

\_\_\_\_\_  
Title

*New eSIS accounts will be set up from this application only. Please make a copy for your records and a copy for the signer: please forward/fax (334-4830) the original to Gunawan Darmadi in CIS. Thank you.*