



Richland Parish School Board

ODYSSEYWARE Security and Confidentiality Agreement

When working with confidential student information, including personable identifiable information (first/last name, grade level, etc.) or courses and grade information all information must be kept secure. Workstations and computers must be locked or shut down if left unattended for any amount of time. Data must be stored in a secure location. Physical data (including hard copies of reports, storage media, notes, backup files) should be protected from unauthorized persons and secured when not in use. When no longer needed, paper reports must be shredded and electronic files must be destroyed.

District and school faculty who are granted access to any of Odysseyware’s assessment and reporting systems must read and abide by FERPA policy. Disclosure of system passwords to anyone other than those authorized is prohibited. District and school faculty will **NOT** save Odysseyware passwords anywhere on their computer and will be sure to log out of Odysseyware when leaving the room. Disclosure of a student’s data to their parent or guardian must be in accordance with FERPA. For more information on FERPA, see the U.S. Department of Education’s Web page at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html/>.

By signing this agreement,

- I hereby certify, as required by FERPA and the Richland Parish School Board’s policy, that I will maintain the confidentiality of student data accessed through Odysseyware and its reporting systems.
- I certify that I am a district or school official as defined above and will review student information and education records through Odysseyware for my school and students only. (The district will reserve the right to search history of users within the program)
- I understand that Odysseyware has student information that must not be shared or released in any manner.
- I have read and understand the RPSB Odysseyware Security and Confidentiality Agreement.

Print Your Name

School Name

Signature

Print Your email address

Date

Principal’s Signature