

Instructions for Completing the Security and Confidentiality Agreement

IMPORTANT NOTICE

This single document serves as the security and confidentiality agreement for LEAPweb, LEAPdata, and the EOC Tests Systems. Do not submit a copy for each system.

INSTRUCTIONS

1. Carefully read the Security and Confidentiality Agreement and refer to the U.S. Department of Education's Web page at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> for clarification on the Family Educational Rights and Privacy Act of 1974 (FERPA).
2. Complete the required information, sign the agreement, and make a copy for your records.
3. Confirm that a signed agreement is collected for all new and old users.

District Test Coordinator (DTC) and Backup District Test Coordinator LEAPweb, LEAPdata, and EOC Tests system

Prior to receiving access, each DTC must sign and fax their security agreement to the LDOE at 225.219.0474.

Principals

LEAPweb and LEAPdata

Prior to receiving access, each principal must sign and submit the security agreement and to their District Test Coordinator to keep on file for three years at the district office.

School Test Coordinators (STC)

LEAPweb Reporting, LEAPdata Query system, and EOC Tests system

Prior to receiving access, each STC must sign and submit the security agreement to their District Test Coordinator to keep on file for three years at the district office.

Teachers and other school officials

EOC Tests system and LEAPdata Query system

Prior to receiving access, teachers and other school officials must sign and submit the security agreement to their Principal or School Test Coordinator to keep on file for three years at the school office.

For questions about the security agreement, contact Dana Maxie (dana.maxie@la.gov) or Ronald May (ronald.may@la.gov).

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LOUISIANA DEPARTMENT OF EDUCATION

Security and Confidentiality Agreement **Assessments and Reporting Systems** **(LEAPweb, LEAPdata, and EOC Tests)** **For State, District, and School Officials**

The Louisiana Department of Education's **Assessments and Reporting Systems** are designed for authorized state, district, and school users and contain confidential data including state test scores, names of teachers and test administrators, students' names, identification numbers, and other information. These systems are password protected and require a user ID and an assigned password for access. Systems are not for public use, and any personally identifiable information from the systems **must not** be disclosed to anyone other than a state, district, or school official as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA). The FERPA law requires that students' education records be disclosed only to persons who meet the strict definition of state, district, and school officials who have a legitimate educational interest in the records. Teachers, administrators, and researchers who review education records may use them only for legitimate educational purposes in order to fulfill their professional responsibilities. The following definitions apply.

Disclosure means to permit access, release, transfer, or otherwise communicate personally identifiable information contained in education records to any party, by any means, including oral, written, or electronic.

Access means to view, print, download, copy, or otherwise retrieve data or test items from a computer, computer system, or computer network.

Confidential data means information that could be used by itself or with other information to identify any person or group.

Education records are defined as those records, files, documents, and other materials that contain information directly related to a student and are maintained by an education agency or institution, or by a person acting on behalf of such an agency or institution. An education record is considered confidential because it contains personally identifiable information about a student.

Privacy refers to an individual's right to freedom from intrusion due to disclosure of information without his or her consent.

State, district, or school official is a person employed by the state, district, or school as an administrator, educator, test coordinator, or office and technology staff.

Personally identifiable information includes, but is not limited to, the student's name; the name of the student's parent/guardian or other family member; the address of the student or student's family; a personal identifier, such as the state or school identification number; personal characteristics or other information that would make the student's identity traceable.

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LOUISIANA DEPARTMENT OF EDUCATION

Security and Confidentiality Agreement Assessments and Reporting Systems (LEAPweb, LEAPdata, and EOC Tests) For State, District, and School Officials

When working with confidential student information or secure test items, workstations 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.

State, district, and school officials who are granted access to any of LDOE's assessments and reporting systems must read and abide by FERPA policy. Disclosure of system passwords to anyone other than those authorized is prohibited. 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 security agreement,

- I hereby certify, as required by the State Board of Elementary and Secondary Education's Test Security Policy (*Bulletin 118*, Chapter 3), that I will maintain the confidentiality of student data accessed through LDOE's assessments and reporting systems (**LEAPweb Reporting**, **LEAPdata Query**, and the **EOC Tests** systems).
- I certify that I am a state, district, or school official as defined above and will review education records only for legitimate educational purposes in order to fulfill my professional responsibility.
- I understand that the EOC Tests System contains secure test items and must not be shared or released in any manner.
- I have read and understand the LDOE's Security and Confidentiality Agreement.
- I was informed of the new State Board policy in *Bulletin 746* regarding denial, suspension, and/or the revocation of a Louisiana Teaching, Administrator, or Ancillary Certificate due to cheating.

Print Your Name

District Name

Position or Job Title

School Name (for school users only)

Print Your E-mail Address

State Office/Section (for state users only)

Telephone Number

Print Your Supervisor's Name

Signature

Date

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