

NCWise ID and Password Workstation Policy

Employees are exposed daily to confidential information. None of this information should be repeated or discussed with relatives or others outside Woods Charter School. It should be discussed with other employees only as it is necessary to benefit the individual or the objectives of Woods Charter School. Keeping appropriate information confidential is a job requirement for all employees. Violation of this requirement will be judged as unsatisfactory performance of employee's responsibility and the offending employee may be subject to liability under the Family Educational Rights and Privacy Act (FERPA).

Electronic Data Management

Employees accessing student data through data base retrieval or by other electronic means must adhere to appropriate procedures to ensure proper security and appropriate information confidentiality. It is the responsibility of each employee to protect sensitive information from becoming public knowledge and to recognize a person's right to have personal information treated confidentially. User identification and passwords should be handled in a confidential manner. Employees must log out of sensitive accounts and/or "Lock" the computer terminal before leaving a workstation.

Administrative Procedures

The Principal is authorized to develop procedures consistent with this policy and amend those procedures from time to time as deemed necessary. A more detailed NCWise procedure will be developed upon NCWise's delivery to Woods Charter School.

Date Adopted: August 14, 2008