

INSTRUCTIONS FOR COMPLETING THE SECURITY AND CONFIDENTIALITY AGREEMENT

IMPORTANT NOTICE

This single document serves as the security and confidentiality agreement for the K-8 assessment system and the EOC Tests system. 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. All **District Test Coordinators (DTCs)** and **Backup DTCs** must have a signed Security and Confidentiality Agreement form on file with the Louisiana Department of Education, Office of Academic Policy and Analytics. Log-in information for the K-8 assessment system and/or the EOC Tests system will not be issued until a signed agreement is on file. Signed forms should be electronically submitted to assessment@la.gov.
4. **Principals** and **School Test Coordinators (STCs)** must sign the Security and Confidentiality Agreement and submit the completed form to their DTC prior to receiving access to the K-8 assessment system and/or the EOC Tests system. The DTC is responsible for gathering and maintaining these security agreements at the district level.
5. **Teachers** and **other school officials** must sign the Security and Confidentiality Agreement and submit the completed form to their Principal or STC before receiving access to the K-8 assessment system and/or the EOC Tests system.
6. Additional information about the Security and Confidentiality Agreement, including retention requirements, is provided in [Bulletin 118](#), Section 305.
7. Descriptions of the K-8 assessment system and/or the EOC Tests system, including information about who should be granted access to these systems, can be found in [Bulletin 118](#), Section 305.
8. If a user ID and/or password is forgotten, misplaced, or becomes public knowledge, the District Test Coordinator should send an e-mail to assessment@la.gov to request new log-in credentials.
9. Questions about the Security and Confidentiality Agreement can be e-mailed to assessment@la.gov.

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LOUISIANA DEPARTMENT OF EDUCATION

Security and Confidentiality Agreement Assessments and Reporting Systems (K-8 assessment system and EOC Tests system) 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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When working with confidential student information or secure test items, work stations 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 (**K-8 assessment system** and the **EOC Tests system**).
- 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 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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