

# **GLOBE Charter School CONFIDENTIALITY AGREEMENT**

GLOBE Charter School will provide me with access to the District's student information records system to view personally identifiable student data. As authorized users of GLOBE Charter School student information records, I agree to maintain the confidentiality of these records. I will not use or disclose personally identifiable information, education records, or the individual names of students outside of any use authorized.

The Family Education Rights and Privacy Act (FERPA) prohibit me from disclosing without authorization any student information that may become aware to me as part of my duties. Students have the right to expect that their personal information will not be shared with anyone other than authorized school employees, as designated by GLOBE Charter School. Even when discussing a student with individuals directly involved in the student's education, such as teachers, administration, support staff, counselors, I may only share confidential information to the extent that the information is relevant to the student's educational growth, safety or well-being. Student information may be disclosed in a grave emergency to the extent necessary to facilitate medical care. I will not attempt to alter, change/modify, add, or delete student records unless specifically authorized to do so.

I have read the above and agree to maintain the confidentiality of students' records and information. I understand that failure to fully abide by the above is grounds for immediate discipline, up to and including legal liability or termination.

---

Board Name (Print)

---

Board Member Signature

---

Date