# GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

**January 2022**
**Attachment S**
**Student Information System Access**

## Employee Information

Name:_____          Position:_____

Employee ID:_____          Location:_____

Start Date:_____          End Date:_____

### Family Educational Rights and Privacy Act

Based on the Family Educational Rights and Privacy Act (FERPA), confidential information about students may not be released without specific written consent of the parent or eligible student. Information such as grades, student ID number, social security number, ethnic background, and student schedule may not be released to anyone other than the eligible student or parent or guardian and should NEVER be released over the phone unless identification of the requestor has occurred.

Keep your account login information safe! Every Employee is accountable for the changes made in the Frontline/TEAMS system. All changes are logged for auditing purposes.

### Agreement

By signing below, you are acknowledging that you have read the district's Security Policy for Personal Computing and Electronic Communications *located in the employee handbook* and agree to abide by the stated provisions. In consideration for the privilege of using the district's electronic communications system, I hereby release the district, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in the district's policy and administrative regulations. I also understand the responsibilities of authorized users and understand that intentional misuse of data and/or computers can result in disciplinary action and possible termination of employment.

### Sensitive Information Control

I understand that I will not download, save, copy, or export any sensitive information out of any GCCISD computer system unless it is completely necessary and with my immediate supervisor 's approval. If I do, I will not e-mail this information or save this information to portable storage devices such as cd/DVD, floppy disk, portable flash drives, etc. I also understand that if I am storing sensitive information on a district computer that I will notify the Technology Department immediately for their support in encrypting the computer to prevent information theft. If I believe that any sensitive information may have been lost or stolen, I will notify the Technology Department Immediately.

Describe Access Needed:

_____

_____

_____

Justification:

_____

_____

_____

| | | |
|---|---|---|
| Attendance Letters | Approved | Not Approved |
| Discipline Letters | Approved | Not Approved |
| Edit 504 Services | Approved | Not Approved |
| Edit All Special Programs | Approved | Not Approved |
| Edit At Risk | Approved | Not Approved |
| Edit Career and Technology | Approved | Not Approved |
| Edit Child Restraint | Approved | Not Approved |
| Edit Class Work based Learning | Approved | Not Approved |
| Edit Crisis | Approved | Not Approved |
| Edit Discipline All Levels | Approved | Not Approved |
| Edit District Course | Approved | Not Approved |
| Edit District Program - 1st Tab Only | Approved | Not Approved |
| Edit District Program CIS | Approved | Not Approved |
| Edit District Program Dyslexic/504 | Approved | Not Approved |
| Edit Economically Disadvantaged | Approved | Not Approved |
| Edit Even Start Services | Approved | Not Approved |
| Edit EYS Services | Approved | Not Approved |
| Edit GATE Information | Approved | Not Approved |
| Edit Grading - All Levels | Approved | Not Approved |
| Edit Immigration Services | Approved | Not Approved |
| Edit LEP/BIL/ESL | Approved | Not Approved |
| Edit Master Schedule | Approved | Not Approved |
| Edit Migrant Information | Approved | Not Approved |
| Edit OEYP Services | Approved | Not Approved |
| Edit PK Foster Care | Approved | Not Approved |
| Edit PK Military | Approved | Not Approved |
| Edit PRS/PEP | Approved | Not Approved |
| Edit Scheduling - All Campus Levels | Approved | Not Approved |
| Edit Scheduling - Edit Max Seats Only | Approved | Not Approved |
| Edit Scheduling - Minus Mass Scheduling | Approved | Not Approved |
| Edit Scheduling Self Serve With Setup Options | Approved | Not Approved |
| Edit Special Education | Approved | Not Approved |
| Edit SSI Services | Approved | Not Approved |
| Edit Student Attendance | Approved | Not Approved |
| Edit Student Flexible Attendance | Approved | Not Approved |
| Edit Student Management All Tabs | Approved | Not Approved |
| Edit Student Management Contacts Only | Approved | Not Approved |
| Edit Student Management Demographic Only | Approved | Not Approved |
| Edit Title I | Approved | Not Approved |
| Edit Transcripts - High School | Approved | Not Approved |
| Immunization Reports | Approved | Not Approved |
| Master Schedule Relation Builder | Approved | Not Approved |
| My Report Profiles | Approved | Not Approved |
| Parent Self Serve | Approved | Not Approved |
| View Immunizations | Approved | Not Approved |
| View Only Discipline -All Levels | Approved | Not Approved |
| View Only Grading | Approved | Not Approved |
| View Only Scheduling | Approved | Not Approved |
| View Only Special Education | Approved | Not Approved |
| View Only Special Programs | Approved | Not Approved |
| View Only Student Attendance | Approved | Not Approved |
| View Only Student Management | Approved | Not Approved |
| View Only Transcripts | Approved | Not Approved |
| View Student Information | Approved | Not Approved |
| View Testing Details | Approved | Not Approved |

Users Signature: _____     Date:_____

**Print Name of Director, Principal or Supervisor:_____**

**Signature of Director, Principal or Supervisor:_____**
The employee has read the District's Security Policy for Personal Computing and Electronic Communications and signed the employee handbook signature page.
This signature will be kept on file.