

CONFIDENTIALITY STATEMENT

All of the Northeast Community School District's student information is to remain confidential. Students and their families have a right to privacy. A student's situation is to be discussed in a professional manner only, in a proper place, and only with those directly responsible for the education of the individual. Breach of confidentiality is considered a serious disciplinary issue.

Employees will be subject to corrective actions up to and including termination for any unauthorized possession, use, copying or disclosure of student information of a confidential nature to persons inside or outside the district who are not authorized or required to receive such information.

It is the policy and obligation of the Northeast Community School District to keep in strict confidence all information that pertains to any student and his/her affairs. This obligation is shared by every person employed in any position in the Northeast Community School District. Therefore, information regarding a student is confidential and may be disclosed only by individuals specifically authorized to do so. Careless discussion of any such information by an employee may jeopardize the employee's relationship with his/her supervisor and the Northeast Community School District.

The Northeast Community School District recognizes the confidential nature of student records and respects the need for protecting such personal information. A student's activities and performance while at school shall be discussed only in a professional manner and only with those individuals having a need to know.

Computer violations include, but are not limited to, the following actions:

- Unwarranted viewing of student information or unwarranted viewing of printouts;
- Non-compliance with the Northeast Community School District's Acceptable Use Agreement.