

Security Statement

As an employee of Maricopa Community College you have been given a SIS account which allows access to student information. All student information you come in contact with is protected by the Family Education Rights and Privacy Act of 1974 and cannot be released to anyone other than the student. You may also, in your work, come in contact with information about college personnel that must also be treated as confidential. Unauthorized access, release or use of information other than what is necessary to complete your work assignments and/or failure to maintain security precautions may constitute grounds for dismissal.

Restrictions on access to student information create pressure from the public to obtain student information from various campus offices and departments. Although the general catalog states that the college may release directory information, the college has chosen not to release information unless a written release is obtained from the student. It is very important that you follow proper guidelines when dealing with requests for release of information.

Information on individual students, such as address, phone number, class schedule, grades, etc. may be used by college personnel only for legitimate educational purposes and should be protected from other uses. You should take all necessary precautions in your use of printed reports and on-line SIS to protect the privacy of this information. This means that you must not give your SIS account number and passwords to other users. Also, you must not leave SIS screens unattended and reports lying where unauthorized persons can view them. This also means you may not use information you come in contact with for any purpose outside the business tasks you have been assigned.

I have read all the above information and understand my responsibilities. I will abide by all procedures as listed and will maintain the security of information I come in contact with and the integrity of the office where I am employed.

Date

Name (please print)

Employee Signature