San Diego Community College District
Employee Acknowledgement of
Confidentiality of Student Records
and Computer Passwords

- The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law that protects the privacy of student education records. State and federal law, and District policy prohibit the release of any information and/or student records (verbally, in writing, or by any other means), without the written consent of the student, a court order, or a lawfully issued subpoena, unless there is specific statutory authorization*. This restriction includes students who are minors.

- All requests for information due to an emergency must be referred to the manager, or individual in the supervisory position.

- Law enforcement officials (internal and external) **do not** have the right to access student records information. Requests for student information by law enforcement should be referred to a manager.

- District computer passwords are confidential and are to be used by the assigned employee only. Passwords are not to be shared, loaned, or made known to any other individual, including the individual's manager or supervisor. It is the employee's responsibility to ensure the security of their password. When the employee leaves their computer workstation for any period of time (i.e. breaks, lunch, meetings, etc.) the employee should log off the computer.

- The undersigned employee acknowledges that they have read the above in its entirety. Violation of the confidentiality requirements with respect to access and a release of student records, student information, or passwords, may result in disciplinary action up to and including dismissal.

Employee Name: _____

Employee Signature: _____ Date: _____

College/Campus of Employment: _____ Department: _____

Supervisor/Manager Signature: _____ Date: _____

* Family Rights and Privacy Act, Public Law 93-380; Title 5 California Code of Regulations, Section 54600 et. seq; District Procedure 3001.1.

DISTRICT USE ONLY

Date Password Assigned: _____

Security Administrator Signature: _____