

Acknowledgement of Confidentiality and Appropriate Use of Data and Information System - Illinois for Adult Education and Literacy



Illinois Community College Board
401 East Capital Avenue
Springfield, IL 62701-1711

Authorized users are required to preserve the confidentiality of all DAISI records and information.
Authorized users must adhere to the following standards of appropriate use.

1. All users granted access to the DAISI system must comply with all requirements of the Family and Educational Privacy Act (FERPA). Additional information related to FERPA can be found at the US Department of Education website.
2. Unauthorized use or access to DAISI records and information is prohibited.
3. Access to DAISI may only be used for work associated with the Adult Education and Literacy program.
4. Users are prohibited from exposing any DAISI records or reports, except in the execution of normal duties and responsibilities.
5. Users are prohibited from sharing information revealing student level personal information with unauthorized personnel.
6. Users agree to maintain log in and password security. Disclosure or sharing of access information is prohibited.
7. Users agree to maintain adequate security precautions for access, use, retention, and disposal of student data and agree to exit DAISI before leaving computer unattended.
8. Users will immediately report any known or suspected breach of security to the program administrator and to the Associate Director for Adult Education, Program Compliance at the Illinois Community College Board.
9. Users are prohibited from including false, inaccurate, or misleading data in any records or reports.
10. Users are prohibited from personally benefiting or allowing others to benefit from knowledge of any confidential information gained through DAISI.
11. Program Administrators will ensure that as soon as DAISI access is no longer needed or warranted for an individual that any accounts granting access rights to that individual will be made inactive.
12. Violation of security precautions to protect confidential information may be a crime, and may be subject to appropriate disciplinary action, legal action, and/or criminal prosecution.
13. The prohibitions, rules and regulations included in this acknowledgement are meant to supplement and not supplant any existing rules and regulations. Any additional rules and requirements of the Adult Education Provider's institution must also be followed.

I hereby acknowledge that I have read, understand, and agree to the terms of the *Acknowledgement of Confidentiality and Appropriate Use of the Data and Information System – Illinois (DAISI) Data system*.

Name

Title

Signature

Date