2026-2027 Security Form

Level 0 *Staff Data* Authorization

Monroe Accountability, Assessment, and Reporting Services (MAARS)

AFTER COMPLETION, THIS FORM IS STRICTLY CONFIDENTIAL

Be sure to complete the second page of this form

RETURN (Via Email) TO: Matt Fredericks
Monroe Accountability, Assessment, and Reporting Services
mfrederi@bocesmaars.org
Phone: (585) 349-9064

Part A. Explanation:

This form is used to establish administrative access to the Level 0 application as hosted by MAARS. Due to the sensitive nature of this data, only District approved personnel will be allowed access to submit, view, and/or edit **Staff** data for APPR/evaluation reporting. Access to this data should be limited to authorized personnel. Each district, charter school, or non-public entity will have at least one authorized **Staff** Security Officer. This **Staff** Security Officer will be responsible for creating additional users within their entity in accordance with local policy.

This form must be used to create and authorize users to submit **Staff** related data to New York State Education Department.

This form must be signed by:

- District Superintendent or Charter School Principal/Leader
- Authorized User

For further assistance / clarification with this form, contact the MAARS Level 0 administrator, Matt Fredericks.

Part B. District/Charter School identification:

School District/Charter School: _____

District Code: __ __ __ __ __ __ __ __ (example: NY26#### or 800####)

Part C. Authorized User:

Complete this section to identify the person being authorized to access the Level 0 application to submit, view, and/or edit **Staff** Data. The authorized user MUST sign the acceptable use policy on the reverse side

Last Name: _____ **First Name:** _____

Position Title: _____

Email Address: _____

Telephone: _____

-- (Continued on next page) --

Part D. Password Selection And Procedure

Each authorized user of the system is given an unique sign-on identification (USERID) up to 25 characters long. Along with the USERID, each user is issued a temporary PASSWORD. This USERID & PASSWORD is the information that allows each individual user, and only that user, to use Level 0 privileges associated with it.

- Use this form to add an individual ID, or modify an existing ID
- Both the authorized user and the District Superintendent must sign this form.
- USER IDs remain the responsibility of the named user, and should never be shared
- If a password is lost, forgotten, or stolen, you may contact Matt Fredericks 349-9064

USERID will be based on the authorized user's name. For example, James Smith → "jsmith".

PASSWORD: A temporary password will be generated at the time the account is created. User will be required to change this on their initial login

(Password is case sensitive. Users can change at any time.)

Part E. Acceptable Use Of Data Warehouse System

Any person, authorized user, or person allowed by the authorized user, who engages in unauthorized or unacceptable use of the Level 0 Application may be subject to disciplinary and/or legal action as appropriate.

I agree NOT to:

1. Share, sell, or disclose my login ID & password
1. Share, sell, disclose, or discuss, without proper authorization, student and/or staff information
2. Obtain, or attempt to obtain, unauthorized or unacceptable access to and use of any account, data, and/or files, or use of such facilities for purposes other than those authorized.
3. Obtain, or attempt to obtain, unauthorized or unacceptable access to and use of any account or any information contained in a Data Warehouse file and/or the network facilities for personal or private gain.
4. Access, or attempt to access and/or use files or data containing personally identifiable education records without proper authorization.
5. Disclose, without proper authorization, the contents of any database or file containing personally identifiable information from the education records of students or records of staff.
6. Share, sell, disclose, or discuss information and/or data and or files accessed and/or obtained through authorized means.

The undersigned acknowledges that he/she has read the foregoing Data Warehouse Acceptable Use Policy (AUP), the MONROE #1 BOCES AUP[1], and the MONROE #2 BOCES AUP[2], and agrees that his/her use of the Data Warehouse will be consistent with the requirements of these policies and all applicable laws and regulations.

MAARS reserves the right to immediately suspend and/or terminate use by any authorized user for a violation of the above Data Warehouse AUP, the MONROE #1 BOCES AUP, or the MONROE #2 BOCES AUP.

District Superintendent/School Principal Name: _____

Superintendent/Principal Signature _____ **Date:** _____

Authorized User Signature: _____ **Date:** _____

To be completed by the School District prior to issuance of Level 0 ID's for **Staff Data** reporting.

[1] MONROE #1 AUP may be found at https://www.monroe.edu/domain/1474 → Acceptable Use Policies (Links) → 5260: Staff Use of Computerized Information Resources

[2] MONROE #2 AUP may be found at https://www.monroe2boces.org/BoardPolicies.aspx → Series 5000 - Personnel > 5260 Staff Use of Computerized Information Resources