<u>AFTER COMPLETION, THIS FORM IS STRICTLY CONFIDENTIAL</u>

Security Form—WNYRIC Data Warehouse (Level 1) District - Location Level Access
Western New York Regional Information Center

This security form is used to establish access to reporting available via the Western New York Regional Information Center's (WNYRIC) Data Warehouse (Level 1).

Security access is provided at a district (all schools) or location (one or more school(s)) level. This means an authorized user for a given location (e.g., principal, school counselor, teacher) of a participating Local Education Agency (public school district, charter school, non-public school, or BOCES) is able to view all individual student and staff data collected for this location and available in detailed listing reports and summary reports (e.g., assessment scores) for this location, teacher, student or staff within this location.

Instructions:

1. The requestor needs to complete Part A of the form, and sign in the space provided at the end of Part C for Authorized User.
2. The Local Education Agency's designated district data coordinator needs to review the form and sign Part C and also secure the signature of the district superintendent, charter school/non-public school leader or BOCES Superintendent as appropriate for the Local Education Agency.
3. Once the form is complete with all required signatures, please scan the form and e-mail it to: Matt Fredericks, mfrederi@bocesmaars.org or Laurie Hazard, lhazard@bocesmaars.org
4. Upon receipt of the signed form, Monroe will review the form for completeness and establish access. The Local Education Agency's district data coordinator will be notified when this has occurred.

For further assistance with this form, contact the Monroe Regional Information Center security officer, Daron Lowell at 585-349-9064.

<u>PART A - - Authorized User</u>

Complete this section to identify the person authorized access to the Data Warehouse.
The authorized user MUST sign the acceptable use policy on the reverse side – PART C.

School District / Agency: _____ District Code: _____

Access Level (Check only one) : DISTRICT [   ] LOCATION/Building [   ]

Building(s) (Leave blank for district level) _____

_____

Last Name: _____ First Name: _____ Middle Initial: _____

Position Title: _____ Two Digit **Day** of Birth (01-31) _____

School Address: _____ City: _____ Zip: _____

Phone: _____ Email Address: _____

The work e-mail address from Part A of this form will become the WNYRIC User ID for the authorized user and a temporary password will be created by WNYRIC. An automated e-mail will be sent to the user with that temporary password. The e-mail will contain instructions for creating a more permanent password and password reset questions to be used if the authorized user forgets the password.

Passwords created for and by authorized users are secure information to be used for the purpose of allowing each individual user, and **only that user**, to use the WNYRIC User ID and the computer privileges associated with it.

If the authorized user forgets a password, the authorized user will be able to establish a new password using the password reset questions he or she established. For password assistance, the user should contact the WNYRIC Service Desk (servicedesk@wnyric.org)

If a password is stolen, the authorized user should also contact the WNYRIC Service Desk (servicedesk@e1b.org).

PART C: ACCEPTABLE USE OF DATA WAREHOUSE SYSTEM

As an authorized user of the WNYRIC Data Warehouse**, I agree NOT to:**

1. Violate the property rights and copyrights in data and computer programs.
2. Obtain unauthorized access to and use of an account, data, files, and the network facilities, or use of such facilities for purposes other than those intended.
3. Obtain unauthorized access to and use of an account or any information contained in a Data Warehouse file or the network facilities for personal or private gain.
4. Access 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.

Any person who engages in unauthorized or unacceptable use of the WNYRIC Data Warehouse system may be subject to disciplinary and/or legal action as appropriate. Erie 1 BOCES reserves the right immediately to suspend or terminate use by any authorized user for violating the Data Warehouse Acceptable Use Policy. The undersigned acknowledges
He/she has read the foregoing Data Warehouse Acceptable Use Policy and agrees that his/her use of the WNYRIC Data Warehouse will be consistent with the requirements of this policy and all applicable laws and regulations

Please sign and date:

Authorized User _____ **Date:** _____

District Data Coordinator _____ **Date:** _____

Superintendent/School Leader _____ **Date:** _____