

STATEMENT OF UNDERSTANDING ON USE OF STUDENT RECORDS

It is imperative each employee understand and accept the responsibility of working with confidential student records. The Family Educational Rights and Privacy Act (FERPA) mandates that student academic records are to be kept in confidence. They may be disclosed to a third party only with the student's advance written permission. Unless written permission is obtained, the discussion, use, or access of student records is limited to job-related, legitimate educational interests.

The security required for processing and maintenance of student records extends to the use of computer records as well as paper and microfilmed records. Information entered in any computer data base must not be disclosed, altered, or falsified in any manner, and the use or access of these records must be limited to job-related, legitimate educational interests.

Some examples of inappropriate use of student records are:

1. Discussing in any manner any student record, off the job or while on the job, with any person without a legitimate educational interest.
2. Removing any document from the office for non-business purposes. Confidential student academic records should not be taken home.
3. Accessing or reviewing a student academic record without a legitimate educational interest (need-to-know).
4. Releasing any non-directory* student information to any individual (including parents) or student or university organization without the student's written authorization.
5. Leaving reports or computer screens containing confidential student information in view of others who do not have a legitimate educational interest in the data.
6. Making personal use of student information.
7. Allowing another person to use your computer access code.
8. Leaving you computer terminal unattended if "logged on" to a database past the point of sign-on and security procedures.

Any unauthorized use or misuse of any student records is grounds for dismissal from the institution and prosecution under federal and state statutes.

I have read, understand, and accept the conditions above:

Employee Signature: _____ Date: _____

Printed Employee Name: _____

College Representative Signature: _____ Date: _____

*The only information which can be released to a third party without student permission is directory information. Directory information at WSC includes the following: name, address, and telephone number; email address; date and place of birth; full /part-time enrollment; major field of study; dates of attendance; year in college; degrees and awards received and dates; most recent previous educational institution attended; participation in officially recognized activities and sports; and weight and height of athletic team members. Wayne State College directory information is released only with specific requests. Databases are not released to outside entities except for necessary, approved reporting to the Department of Education or with permission from the Vice President for Academic Affairs.