

MISSISSIPPI VALLEY STATE UNIVERSITY
UNIVERSITY INFORMATION SYSTEM - APPROPRIATE USE POLICY

It is the policy of Mississippi Valley State University to maintain strict security and confidentiality of all its student, employee, alumni and financial records housed in our databases. Mississippi Valley State University is responsible for the accuracy, integrity and confidentiality of these databases. In addition university employees who have access to those records or databases either by hard copy documents or via electronic or micrographic media are also responsible for the accuracy, integrity and confidentiality of the same records. The purpose of this document is an effort to fulfill that responsibility and to clarify all employees' responsibilities thereto. Since conduct, either on or off the job, could affect or threaten the security and confidentiality of this information, each employee who accesses the University Information System is expected to adhere to the following:

- 1) No one may make or permit unauthorized use of any information in files maintained, stored, controlled, or processed by the University Information System.
- 2) No one is permitted to seek personal benefit, allow others to benefit personally or to divulge, in any way, knowledge of any confidential information which has come to them by virtue of their work assignment
- 3) No one is to exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment and in accordance with Mississippi Valley State University and the University Information System policies and procedures.
- 4) No one may knowingly include, or cause to be included, in any record or report, a false, inaccurate, or misleading entry. No one may knowingly change or delete or cause to be changed or deleted an entry in any record or report, unless in accordance with Mississippi Valley State University and the University Information System policies and procedures.
- 5) No official record or report, or copy thereof, may be removed from the office where it is maintained or copied or printed via electronic means except in the performance of a person's duties, and in accordance with established procedures. Copies made in the performance of a person's duties may not be released to third parties except as No. 3 above apply.
- 6) No one is to aid, abet, or act in conspiracy with another to violate any part of this code.
- 7) Each person is responsible for their assigned user-ID and password and they are not to be shared with anyone else.
- 8) No one shall use another person's user-ID and password.
- 9) Any knowledge of a violation of this code must immediately be reported to the employee's supervisor.

CONFIDENTIALITY OF STUDENT RECORDS

The Registrar is the custodian of student records at the University. Access to student records is restricted by federal and state laws and by University policy. Those individuals having access to a student's record include the individual student, University employees who have a legitimate educational interest and third parties who have the written permission of the student. Certain information in student records has been identified as "public information" unless restricted by the student. Public information may be disclosed to any party without the prior written consent of the student unless the student has requested in writing that the information be withheld. You may access student records only as required to perform assigned duties. You are personally liable for releasing confidential information from student records without authorization. Violation of confidentiality and privacy laws and policies may result in disciplinary action and/or dismissal from the University. Your signature on the reverse side indicates you have read this policy and understand the information therein and that you agree to uphold the confidentiality of student records.

Access to Student Records

- Maintain Confidentiality of Records
- Access only those student records required to perform your duties
- Ensure privacy of all student records
- Dispose of information in a secure manner

What Is "Legitimate Educational Interest"?

This is a demonstrated need to know by those officials who act in a student's educational interest. Examples include officials performing tasks a) specified in their job description, b) that relate specifically to the student's education, discipline, or c) related specifically to providing a service or benefit to the student or their family, such as health care, counseling, job placement or financial aid.

Public Information

Name, address/phone, date and place of birth, major field of study, dates of attendance, number of course units in which enrolled, degrees and honors received, the most recent previous educational institution attended, participation in officially recognized activities, including intercollegiate athletics, and the name, weight, and height of participants on intercollegiate University athletic teams.

Violations

- Violations of the University's policy on access to student records could result in any or all of four major penal-ties: verbal warning; limitation of access to student data; disciplinary action; and/or dismissal. Violations include:
- Release of non-public information (i.e., GPA; course grades); release of public information if restricted (i.e., date or place of birth);
- Accessing records unrelated to assigned duty;
- Releasing suppressed or private information without authorization;
- Public discussion of student records that would allow a student to be identified;
- Sharing computer security passwords that would allow updating or viewing of data by an unauthorized person

In addition violation of this code will lead to reprimand, suspension, or dismissal consistent with Mississippi Valley State University and University Information System policies. Violation can also lead to action under the policy for student conduct, contractually established disciplinary procedures, and/or State of Mississippi statues pertaining to theft, alteration of public record, or other applicable section.

USER AFFIDAVIT:

I have read, do understand, and will comply with Mississippi Valley State University's information System Code of Responsibility for Security and Confidentiality of Records, Files, and Databases. I am also aware of my responsibilities to protect the confidentiality of information regarding faculty, staff, and students and agree to use information from this system for carrying out official duties and responsibilities of my position with Mississippi Valley State University ONLY.

Print name: _____ Signature: _____ Date _____