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IEP Direct.Com Confidentiality and Non-Disclosure Agreement

I have received my confidential User ID and Password.

- ❖ I agree to keep my User ID and Password secure, and accessible only to myself
- ❖ I agree not to share my User ID and Password with **anyone** including but not limited to 1:1 paraprofessionals, student teachers, interns, other teachers and parents.
- ❖ I agree if my User ID and Password is lost or compromised in any manner, I will inform the central office immediately to reassign a new ID and Password.
- ❖ I agree to uses discretion to ensure confidentiality with regard to when and where I access the IEP Direct.Com program (e.g., monitor is not visible to others and to log out of the program when not in use).
- ❖ I agree to treat this program as I would any other confidential IEP documentation.
- ❖ I agree not to disclose the contents, screens or workings of IEP Direct.com in any manner to anyone not employed by the district or not authorized to access the program.
- ❖ I understand that I share responsibility for the implementation of this IEP with the student's special education teacher(s) and/or related service providers. I also understand that the content of the IEP must remain confidential and may not be redisclosed to unauthorized individuals.
- ❖ I understand that passwords may need to be renewed for security reasons and that I am not authorized to change a password. If I am prompted by IEP direct to change a password I will immediately contact the NYTPS staff and notify them to update the password. I understand that NYTPS is responsible for the maintenance of IEP direct passwords.
- ❖ NYTPS will provide all updated passwords to authorized users of IEP direct.

I have read, understand and agree to the terms stated above.

Name: _____

Signature: _____ Date: _____