



NANCY A. DeSTEFANO
 Assistant Superintendent for Instructional Programs
 OASES BUILDING
 F. DONALD MYERS EDUCATION CENTER
 15 Henning Road, Saratoga Springs, NY 12866
 ph (518) 581-3830
 ndestefano@wswhoboces.org



IEPDirect.com Confidentiality and Non-Disclosure Agreement

For Frontline IEP Users:

I have received my confidential User ID and Password. I agree:

- 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, classroom paraprofessionals, student teachers, substitute teachers, interns, other school staff or parents.
- I agree if my User ID or Password is lost or compromised in any manner, I will inform the school office immediately to reassign a new ID and Password.
- I agree to use 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 have read, understand and agree to the terms stated above.

Print Name: _____

Signature: _____ **Date:** _____

For all other staff (CTE, TAs, Aides, School Nurses, School Safety Officers and Itinerant Staff):

- I agree to use 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.

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Print Name: _____

Signature: _____ **Date:** _____