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OASES BUILDING
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SchoolTool 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, classroom paraprofessionals, student teachers, substitute teachers, interns, other school staff, parents or students.
- I agree if my User ID or Password is lost or compromised in any manner, I will change my password immediately. If I am unable to do this, I will contact the help desk for assistance.
- I agree to use discretion to ensure confidentiality with regard to when and where I access the SchoolTool 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 documentation.
- I agree not to disclose the contents, screens or workings of SchoolTool 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: _____