



**Security Pledge for District of Columbia Public
Schools Confidential Data**

I, _____, will have access to confidential data provided by the District of Columbia Public Schools (DCPS) via the DC STARS system. I understand that access to this confidential data carries with it the responsibility to maintain the confidentiality of such data in a secure fashion, including the duty to guard against any unauthorized use and unauthorized access. To treat information as confidential means not to divulge it to or cause it to be accessible by any unauthorized person. To secure confidential data means to take all necessary precautions to prevent unauthorized persons from accessing such data.

I agree to fulfill my responsibility under this security pledge as follows:

1. I agree not to permit unauthorized access to these sensitive data, either electronically or in hard copy.
2. I agree not to attempt to identify individuals, families, or households except as required by the research for matching students to the datasets provided by DCPS.
3. I agree to notify DCPS if there is a breach of data confidentiality as outlined in this pledge.
4. I agree to follow all DCPS policies and procedures governing the confidentiality and security of DCPS data in any form, either electronic or in hard copy.
5. I agree that I will not access, release or share confidential data except as necessary to complete my project duties.
6. I agree that I will use all reasonable means to protect the security of confidential data in my control, and to prevent it from being accessed or released, except as permitted by law.
7. I agree that when my affiliation with the project ends, I will not take any confidential data with me and I will not reveal any confidential data I had access to as a result of my project duties.
8. I agree to report unauthorized use or disclosure of confidential data, or security issues impacting the proper safeguard of confidential data, to DCPS immediately.

I understand that disclosing confidential data directly, or allowing unauthorized access to such data, or failing to adequately secure data may subject me to criminal prosecution and/or civil recovery and may violate the code of research ethics, District of Columbia laws and DCPS rules and regulations.

Full Name (PRINT): _____

Signature / Date: _____

School / Office: _____

DCPS/DC.Gov E-mail Address: _____

Supervisor's Name (PRINT): _____

Supervisor's Signature / Date: _____