

2010-11 Teacher Security Oath

Classroom Teachers

INSTRUCTIONS

You need to complete this form only if your MyData Portal account is not currently active. (This is a procedural change from prior years, when a new security oath was required each year.) Submit the completed form to your campus account manager. The complete list of current managers, or “CAMs,” is at <http://mydata/PF/CampusAccountManager/CAMController.jpf> Your account will be activated and maintained at the campus. Questions about your MyData Portal account should be directed to your CAM, principal, or other person designated to assist with MyData Portal issues at the campus.

CURRICULUM CENTRAL

You can access Curriculum Central even if your MyData Portal account has not been activated, as long as you have an employee ID from Human Development. Use the *temporary password*, which is your employee ID (no leading zeroes) plus the last four digits of your Social Security Number. *You will not be able to view student data on MyData Portal until your account has been activated, which requires submission of this form to your CAM.*

E-MAIL ADDRESS

You will receive confirmation of your account activation as well as future announcements about MyData Portal **only** at your Dallas ISD e-mail address. Non-district e-mail addresses will not be recognized by the system; messages regarding your account will **not** be sent to a non-district address. Review Junk Mail settings in GroupWise to ensure receipt of messages from OIR@dallasisd.org.

SECURITY OATH

By signing this statement, I, the account holder, verify I have read, understand, and agree to abide by the Electronic Communication and Data Management policy [CQ(LOCAL)] and its administrative regulations of the Dallas Independent School District while using the MyData Portal account provided for use with the district's electronic equipment, software, and networks. (Policies are available for review at <http://www.tasb.org/policy/pol/private/057905/pol.cfm>)

The MyData Portal account provided for me is only for my use. If it is determined that I have provided my user name and password to any other person, regardless of that other person's employment status with the district, my account will be immediately suspended, and future access may be denied to me.



Data Analysis, Reporting, and Research Services, the department that maintains MyData Portal, may disable my account if it is determined that the security of the account's information has been compromised.

I understand that, as the account holder, I am not allowed to share students' data with persons other than those authorized to view the data. These authorized persons include a child's parents; a child's teachers, teacher assistants, or tutors; and district staff who have a legitimate educational purpose to gain access to such data. *Authorized persons* and *legitimate educational purpose* are defined within the Student Records policy [FL(LEGAL), FL(LOCAL)].

I understand that I am responsible for the security of all printed documentation and all files which contain confidential student information.

Consequences for violating student confidentiality, whether intentional or unintentional, include the suspension of my account and denial of future access on MyData Portal, as well as any applicable sanctions imposed by the district.

My account was locked after four attempts to sign in with an incorrect password. Please unlock my account.

	Signature of Account Holder	Date
	Printed Name of Account Holder	
	Employee ID	Dallas ISD E-mail Address @ dallasisd.org
	Campus TEA number	Campus Name