

## ExpanSIS Data System Acceptable Use Policy

You have been granted access to the ExpanSIS data system. You will be expected to follow the guidelines below. Please review and sign the form on the next page.

- Due to the sensitive nature of the information contained in ExpanSIS, for security purposes, your userID and password should not be shared with anyone else. They should be memorized or kept in a very secure place. If there is a need for additional staff at your university to access the system to assist you, please contact the Lead Institution ExpanSIS administrator. If you suspect someone has gained access to your password, please report this to the administrator immediately and change your password as soon as possible.
- Do not set your computer to save your userID and password for use next time you go to the site. This will prevent someone else from sitting down at your terminal and getting into the system without having to know your login information.
- Make sure you log out of the system whenever you get up from your desk.
- Do not leave gradesheets or reports containing personally identifiable, non-directory information anywhere they may be seen by others. Shred any reports with personally identifiable, non-directory information as soon as you are finished with them.
- Do not give out personally identifiable, non-directory information in person or over the phone without written permission from the student.

**When appropriate, please refer to your institution's policy on student directory information.**

<i>What MAY be released to the public?</i>	<i>What CAN'T be released to the public?</i>
<p><b>Directory Information</b></p> <ul style="list-style-type: none"> <li>▪ Name</li> <li>▪ Local address</li> <li>▪ Local telephone number</li> <li>▪ Permanent address</li> <li>▪ E-mail address</li> <li>▪ Date &amp; place of birth</li> <li>▪ Photograph or likeness</li> <li>▪ College</li> <li>▪ Curriculum</li> <li>▪ Enrollment status (full/part-time)</li> <li>▪ Classification (i.e. graduate student)</li> <li>▪ Dates of attendance at your institution</li> <li>▪ Awards &amp; academic honors</li> <li>▪ Degrees and dates awarded</li> <li>▪ Most recent educational institution attended</li> <li>▪ Participation in officially recognized activities &amp; athletic teams</li> <li>▪ Height &amp; weight of athletes</li> </ul>	<p><b>Non-Directory Information</b></p> <ul style="list-style-type: none"> <li>▪ Social security numbers</li> <li>▪ Grades</li> <li>▪ Grade point average (GPA)</li> <li>▪ Academic warnings/dismissals</li> <li>▪ Class schedules</li> <li>▪ Number of credits earned</li> <li>▪ Gender</li> <li>▪ Race</li> <li>▪ Permanent telephone numbers</li> <li>▪ Emergency names/addresses/telephone</li> <li>▪ Citizenship</li> <li>▪ High school attended</li> <li>▪ Religion</li> <li>▪ Parent names</li> </ul>
<p><b>Please note:</b> Every student has the right to stop the release of directory information. This is generally noted on the application form itself. Check with your Graduate School or Registrar's Office to see who maintains those requests on your campus. All university officials <b>MUST</b> honor a Directory Information Hold and prevent the release of such information to the public.</p>	

## ExpanSIS Acceptable Use Agreement

I understand that by virtue of my employment with a [Consortium] participating university and my use of the inter-institutional ExpanSIS data system, I will have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974, as amended. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates [Consortium] policy, as well as that of my university, and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

I accept these terms of use.

I *do not* accept these terms of use.

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(Signature)

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(Print Name)

Please send the signed form to [contact information for Consortium coordinator].