

SMITHTOWN CENTRAL SCHOOL DISTRICT
Office of Pupil Personnel Services
26 New York Avenue
Smithtown, NY 11787
(631) 382-2029
Fax: (631) 382-2013

IEP DIRECT.COM 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 paraprofessional, classroom paraprofessionals, student teachers, interns, other teachers, and parents.
- I agree if my USER ID and Password is lost or compromised in any manner, I will inform the central 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 (For example, 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.

Name: _____

NPI Number: _____ License #: _____

Credentials: _____

Signature: _____ Date: _____