



HAUPPAUGE PUBLIC SCHOOLS

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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 paraprofessionals, classroom paraprofessionals, student teachers, interns, other teachers and parents.
- I agree if my User ID or 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 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 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: _____

Signature: _____

Date _____

E-mail: _____

Phone #: _____