

## **NC WISE USER MEMORANDUM OF UNDERSTANDING**

This MOU must be completed before a NCWISE user name and password is assigned.

State Board of Education Policy EEO-C-018 applies to security of information on North Carolina applications, including NC WISE. This policy is based on the Family Educational Rights and Privacy Act (FERPA). Your signature acknowledges that you have read, understand and agree to comply with the standards listed below:

### **FERPA**

The Family Education Rights and Privacy Act of 1974, is a federal law that protects the privacy of student education records. All student information within NC WISE is protected by FERPA Guidelines.

### **RESPONSIBILITIES**

**As a user of the NC WISE system, I will abide by each of the following standards:**

#### **Confidentiality**

I understand that the information contained in NC WISE is confidential and I am not to share any information with anyone unless allowed by FERPA. Requests for information are to be directed to the Principal's office.

I understand that I must never email student information to another individual or agency.

#### **Passwords - NC WISE ONLY**

##### **Password Security**

- I will keep my NC WISE password confidential at all times.
- I will **NOT** write this password down and then store it in any place where it could be discovered by someone else.
- I understand that I will never be asked for my NC WISE password by anyone at the school, district, or state level.

##### **Secure Passwords**

- Should be unique to NC WISE
- At least 8 characters in length
- Should begin with an alpha character (Ex. A-Z)
- Should be composed of a variety of letters and numbers with no spaces (Ex: Fun4You2)
- Must contain at least two (2) non-alpha characters (Ex.: 0, 1, 2, 3, 4, 5.....)
- Passwords will expire every 90 days.
- New users will have 11 days to log into the system and change their default passwords.
- Passwords cannot be reused until 6 additional passwords have been created.
- At no time should anyone from NCDPI call a user and request that user's password.
- Passwords should not be inserted into email messages or other forms of electronic communication.
- The LEA security administrator, or his/her designee, is responsible for promptly disabling the NCWISE User ID upon termination of a user from the school or LEA or upon cessation of a user's need to access the NCWISE system.
- Unsuccessful logon attempts shall be limited to three attempts before the user logon process is disabled.
- Only authorized security administrators or help desk staff shall be allowed to enable a User ID.

## Account Access to NC WISE

I will **NEVER** provide access to my NC WISE account to any other person,

- another teacher
- a teacher assistant
- technical support staff
- an administrator
- a substitute
- a parent
- a family member
- a student
- **ABSOLUTELY NO ONE** under any circumstances whether by revealing my password or by logging into the system on behalf of the person.

## System Security

### Locking NC WISE

I will **NEVER** leave a computer with an active NC WISE login unattended without activating the “**LOCK**” feature of the NC WISE system.

### Integrity

I will report any NC WISE security violation to my supervisor, who will then report The Incident to the district NC WISE coordinator.

### Out of Network Computer Requirements

If I access to NC WISE from outside of the Guilford County Schools network, I will only use a secure machine that meets the operating system and software/hardware requirements posted by the district.

- I will further ensure that any outside computer that I use to access NC WISE is firewalled, patched with all security updates, and has current anti-virus and anti-spyware software installed.
- I understand that an outside computer that is intended for public use is **NOT** a secure machine, and I am **NOT** to use it to access NC WISE.

## MACHINE REQUIREMENTS (WINDOWS)

- Operating system: Windows 2000 or XP (Do not use Windows 98®, ME®, or Vista®)
- Browser: Mozilla Firefox or Internet Explorer 6.x or 7.x (5.0 for Windows 2000)
- Adobe Acrobat Reader 7.0 or 8.0

## MACHINE REQUIREMENTS (MAC)

- Operating system: OS X
- Browser: Safari
- Adobe Acrobat Reader 7.0 or 8.0

## TEACHER ASSISTANT MODULE ACCESS

Data Managers should **NOT** navigate to TAM and make changes. Any changes made in TAM by anyone other than the teacher causes problems with the teacher viewing the changes.

## FAILURE TO COMPLY

I understand that failure to comply with the standards listed in this Memorandum of Understanding can result in disciplinary action, which may include termination of employment and revocation of my professional license.