San Bernardino City Unified School District

2011-2012 *DataDirector, AimsWeb,* Renaissance Learning (STAR), and *Aeries*/ABI Principal/Director Security Affidavit

I acknowledge that I will have access to school-wide and/or district-wide student data through the *DataDirector, AimsWeb,* Renaissance Learning (STAR) assessments, and/or *Aeries*/ABI programs for the sole purpose of analysis to improve instruction and student achievement. I understand that this data and the program usernames and passwords given me are secure, and it is my professional responsibility to protect their security as follows:

1. I will not divulge the *DataDirector, AimsWeb,* Renaissance Learning (STAR), and/or *Aeries*/ABI usernames and passwords to any other person through verbal, written, or any other means of communication without prior approval from my primary evaluator.
2. I will keep each teacher's class data confidential and will not share or discuss one teacher's data with another teacher without permission from the teachers.
3. I will keep site data confidential and will not share or discuss one site's data with another site (applies to individuals with District-level access).
4. I will follow District procedures for release of District data and will not share or discuss any student-, class-, site- or district-level data with outside persons or entities like the media, higher education institutions, survey groups, etc. without prior written permission from the Research and Communications departments.
5. I will use the data only for instructional planning purposes. For any uses outside of instructional planning (i.e., research projects for higher education courses), I will obtain prior written permission from the Research Department.
6. I understand that *Aeries* is the District's official source for student information. For information to be included in any legal documents such as IEPs, SSTs, and 504 Plans, I will verify a student's data in *DataDirector,* Renaissance Learning (STAR), and/or AimsWeb against the data shown in Aeries.

By signing below, I acknowledge I have been trained to use the *DataDirector, AimsWeb,* Renaissance Learning (STAR), and/or *Aeries*/ABI programs and will accept responsibility for proper use of the data.

_____
Principal/Director Name (*please print*)

_____ _____
Signature Date

_____ _____
School/Department Position