CONFIDENTIAL INFORMATION

Any violation of confidentiality seriously injures the Jackson Public School District's (JPS) reputation and can have adverse consequences on the men, women, and students who rely upon the protections afforded by this policy. Therefore, any policy violation would result in termination.

All information that pertains to the district, its employees, its students, its operations, and/or related matters constitutes proprietary information that belongs to JPS and is strictly confidential. No employee shall disclose, divulge or otherwise compromise any confidential information except as authorized by the superintendent and/or board of trustees. In addition, this policy strictly prohibits the unauthorized possession, disclosure, removal, distribution or other use of confidential school or district information, records, property, or funds.

The district recognizes that within a human services organization as complex as a school district, it is necessary to share information on a “need to know” basis. However, confidential information should only be shared after obtaining the proper authorization and should only be shared or transmitted within the circle intended by the authorizing party.

Any information discussed by school employees should be done in accordance with the Family Education Rights and Privacy Act (FERPA), Public Law 93-380 of 1974, the Individuals With Disabilities Education Act (IDEIA), other applicable federal privacy laws and regulations and the limitations of this policy.

SOURCE: Jackson Public School District, Jackson, Mississippi
LEGAL REF: Public Law 93-380 of 1974; U.S. Code Section 1232 (g)
DATE: October 16, 1978
AMENDED: July 16, 1990
February 18, 2008
April 21, 2008
REVIEWED: December 6, 2016