

AFTER COMPLETION, THIS FORM IS STRICTLY CONFIDENTIAL

**Security Form—WNYRIC Data Warehouse (Level 1) Access for Diocese of Buffalo
Western New York Regional Information Center**

This security form is used to establish access to reporting available via the **Western New York Regional Information Center's (WNYRIC) Data Warehouse (Level 1)**. It is used to establish access for an individual WNYRIC user account.

Security access is provided for an individual school within the diocese. This means authorized users (administrators, principals) are able to **view all data** collected from the school and available in individual student reports (e.g., assessment scores) and aggregate reports for any student.

Instructions:

1. The requestor needs to complete Part A of the form **on-line**, print the form, review Parts B and C and sign in the space provided at the end of Part C for Authorized User.
2. The designated data coordinator for your school needs to review the form and sign Part C and also secure the signature of the school principal. If the principal is also the authorized user and/or the district data coordinator, he or she should sign the form in all the appropriate spaces provided in Part C.
3. The principal needs to review Part D of the form. It is used by WNYRIC to determine if the Buffalo Diocese Assistant Superintendent of Curriculum and Instruction is permitted access to student reported data for the school listed in part A.
4. **Once the form is complete with all required signatures, please scan the form and e-mail it to the WNYRIC Data Warehouse Team at dataview@e1b.org.** Please indicate "DW Security and your school name" in the Subject Line of the e-mail.
5. Upon receipt of the signed form, WNYRIC will review the form for completeness and establish access. The LEA's DDC will be notified when this has occurred. WNYRIC requires two (2) business days after the form is received to establish access. This assumes there is no need to request additional information.

For assistance with this form, please contact the Western New York Regional Information Center Data Warehouse at dataview@e1b.org.

PART A - - Authorized User

Complete this section to identify the person who requires authorized access to the WNYRIC Data Warehouse (Level 1). The authorized user **MUST** review Part B and C of this form and sign the acceptable use policy on the reverse side in **PART C**.

School District / LEA: _____ BEDSCODE: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Telephone #: _____ Building: _____

Position Title: _____ Two Digit Day of Birth (01-31) ____

School Address: _____ City: _____ Zip Code: _____

Work Email Address: _____

***Have you ever had access to the WNYRIC Data Warehouse (Level 1) before? _____ If so, under what District,

Charter or BOCES Name _____ and what e-Mail address _____

Part B. ID and PASSWORD AND PROCEDURE. Please read.

If the requestor currently has a WNYRIC User ID for other WNYRIC applications, the user will be given access to the WNYRIC Data Warehouse using his or her current WNYRIC User ID.

If the user does NOT currently have a WNYRIC user ID, the work e-mail address from Part A of this form will become the WNYRIC User ID for the authorized user and a temporary password will be created by WNYRIC. An automated e-mail will be sent to the user with that temporary password. The e-mail will contain instructions for creating a more permanent password and password reset questions to be used if the authorized user forgets the password.

Passwords created for and by authorized users are secure information to be used for the purpose of allowing each individual user, and **only that user**, to use the WNYRIC User ID and the computer privileges associated with it.

If the authorized user forgets a password, the authorized user will be able to establish a new password using the password reset questions he or she established. For password assistance, the user should contact the WNYRIC Service Desk (servicedesk@wnyric.org)

If a password is stolen, the authorized user should also contact the WNYRIC Service Desk (servicedesk@e1b.org).

PART C: ACCEPTABLE USE OF DATA WAREHOUSE SYSTEM

As an authorized user of the WNYRIC Data Warehouse, I agree **NOT** to:

1. Violate the property rights and copyrights in data and computer programs.
2. Obtain unauthorized access to and use of an account, data, files and the network facilities, or use of such facilities for purposes other than those intended.
3. Obtain unauthorized access to and use of an account or any information contained in a Data Warehouse file or the network facilities for personal or private gain.
4. Access or use files or data containing personally identifiable education records without proper authorization.
5. Disclose, without proper authorization, the contents of any database or file containing personally identifiable information from the education records of students.

Any person who engages in unauthorized or unacceptable use of the WNYRIC Data Warehouse system may be subject to disciplinary and/or legal action as appropriate. Erie 1 BOCES reserves the right immediately to suspend or terminate use by any authorized user for violating the Data Warehouse Acceptable Use Policy. The undersigned acknowledges that he/she has read the foregoing Data Warehouse Acceptable Use Policy and agrees that his/her use of the WNYRIC Data Warehouse will be consistent with the requirements of this policy and all applicable laws and regulations

To be completed by the School prior to issuance of a WNYRIC User ID for DW access.

Authorized User _____ **Date:** _____

Data Coordinator _____ **Date:** _____

School Principal Signature _____ **Date:** _____

Part D:

_____ I authorize the WNYRIC to provide the Assistant Superintendent of Curriculum, Instruction and Assessment for the Diocese of Buffalo access to reports containing student data collected from my school named in Part A of this form.

School Principal Signature _____ **Date:** _____