

CONFIDENTIALITY

- Confidentiality is one of the most critical and important aspects of a special education teacher’s profession. Students and parents have a legal and ethical right to data privacy.

Below are guidelines to consider when working within the educational system.

1. Consider, as a general rule, putting yourself in the student and parents’ position: what information would you want discussed with others regarding your child? In what settings and with whom?
2. Never use other students’ names or share information regarding their educational programs with parents during staffings, other conferences or in the community.
3. Information regarding specific students and programs should remain confidential and should not be shared in lunchrooms, staff rooms, other programs, or in the community.
4. All professionals should question school policies only through the proper school-designated channels, generally beginning with their direct supervisor or if necessary the principal of the building.
5. Professionals should have access to special education records in order to be most effective. They must first discuss with the supervising teacher the procedures for review.
6. Professionals need to support each other’s techniques, materials, and methods. Concerns should be directed to the specific professional privately.
7. When having conversations or writing confidential information regarding a student or family, be aware of those around you who may be within hearing/reading distance. Look for a more private place within the educational site.
8. The Individual Education Plan (IEP) is a legal document developed by a team based on student needs with goals and objectives in areas of service. You should review this with the IEP manager to ensure consistency in programming.
9. Be aware of social media (Facebook, Smart Phones, Snapchat, etc.) and how this may contribute to confidential information.
10. Other school staff members are on a “need to know” basis. If they work directly with the student, it is appropriate for them to know the pieces of the IEP that they need to implement in their settings.
11. Working files, teacher’s logs, etc. become part of the official special education file if not cleaned out at the end of each school year.

I have been instructed on confidentiality. I understand that a copy of this signed document will be sent to my principal.

Date: _____

Signature: _____

District: _____

Building: _____