

## SPARK FERPA Acknowledgement Form

All students who require Student Assistant (SPARK Only) access to SPARK must read and sign this form. Sponsoring faculty members must provide a *separate copy* of this form for every student who requires access. This applies to both graduate and undergraduate Student Assistants.

### About FERPA

FERPA (the Family Educational Rights and Privacy Act) is a federal law protecting the confidentiality of student records. Because the information in your SPARK course falls under the scope of the FERPA law, the Registrar's Office requires you to learn more about FERPA and its application at UMass Amherst.

### FERPA Basics at UMass Amherst

*An educational record refers to any student information that the University maintains, in any format.* For example, paper transcripts, online class schedules, and the information that you access via SPARK (e.g., test scores, email addresses, etc.). An educational record is always confidential.

*Directory information is considered public information and the University may disclose it without the student's consent* (unless the student chooses to withhold it.) Directory information includes a student's:

- Name, date and place of birth, local and home addresses, telephone numbers, email addresses
- Dates of attendance, major, degrees, certificates and awards, most recent previous educational institution or agency attended
- Acknowledgement of participation in officially-recognized University activities and sports, weight and height of members of athletic teams, student employment status

### Your FERPA Responsibilities

***Do not share your students' information with anyone***, unless required by your job. Do not discuss your students with your friends, other instructors, even the students' parents. Protect the computer files that contain your students' information, and shred (don't throw out) old hard copies.

***Do not alter a student's record***, unless required by your job. This includes tampering with test scores, grades, or assignments.

***Suggest People Finder as a resource for contact information*** to those trying to locate a student in your class. Students who wanted their directory information to remain private will not appear in People Finder. Always refer any inquiries from outside agencies to the Registrar's Office.

***Talk to the faculty member supervising your course***, if in doubt.

***Learn more about FERPA and information security.*** Use the Instructor's Guide to Information Security (pdf, 812k) to get started ([http://www.oit.umass.edu/spire/for\\_instructors/security\\_cert/ferpa\\_studyguide.pdf](http://www.oit.umass.edu/spire/for_instructors/security_cert/ferpa_studyguide.pdf)).

My signature confirms that I have read the above information and I agree to abide by its contents. I understand that if I violate the FERPA law, I will lose my SPARK privileges and I may be subject to dismissal from the University and/or other penalties.

Faculty Sponsor Name: \_\_\_\_\_

Faculty Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course: (e.g., EDU 331) \_\_\_\_\_ Term: \_\_\_\_\_

Student Name: \_\_\_\_\_ 8-digit SPIRE ID: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please give the completed form to the Academic Scheduling Representative in your department.**