

LEVITTOWN UNION FREE SCHOOL DISTRICT Policy 3320

CONFIDENTIALITY OF COMPUTERIZED INFORMATION

The development of computerized data systems for the storage of educational data gives rise to the question of the maintenance of confidentiality of such data while still conforming to the New York State Freedom of Information Law. The safeguarding of confidential data from inappropriate use is essential to the success of the School District's operation. Access to confidential computerized data shall be limited only to authorized personnel of the School District.

It shall be a violation of the School District's policy to release confidential computerized data to any unauthorized person or agency. Any employee who releases or otherwise makes improper use of such computerized data shall be subject to disciplinary action.

However, if the computerized information sought is available under the Freedom of Information Law and can be retrieved by means of existing computer programs, the School District is required to disclose such information.

Family Educational Rights and Privacy Act of 1974, 20 United States Code (USC) Section 1232(g) 34 Code of Federal Regulations (CFR) Part 99 Public Officers Law Section 84 et seq.

Re-Adopted: July 2, 2025