



Technology Acceptable Use, Data Security and Privacy

Everett Public Schools (EPS) seeks to maintain a safe and secure environment for employees, students, their families, and the community, including protection of sensitive information. In your employment position with Everett Public Schools, you will have access to sensitive and confidential information, much of which is protected by state and federal privacy laws. It is the responsibility of all EPS employees to preserve and protect such information.

Open the link to each policy below

- Acceptable use Policy ([5225/5225P](#))
- Data Security and Privacy ([6550/6550P](#))

By completing this training, you acknowledge the following:

1. I shall respect and maintain the confidentiality of all discussions, deliberations, and any other sensitive information generated in connection with my employment position.
2. It is my legal and ethical responsibility to protect the privacy, confidentiality and security of all confidential information learned through my employment.
3. I shall only access or disseminate confidential information in the performance of my assigned duties and where required or permitted by law.
4. I shall make no voluntary disclosure of any confidential information except to persons authorized to receive it in the conduct of EPS business
5. I agree to discuss confidential information only in the workplace and only for job-related purposes, and to not discuss such information outside of the workplace or within hearing of other people who do not have a need to know about the information.