

# Remote Access Agreement

2023-2024 School Year

This agreement authorizes the school district listed herein access to the Migrant Education Student Database hereby known as, MIS2000. The Migrant Education Program Student Database may only be accessed and used for official Migrant Education Program business and all information within the database must be safeguarded.

## User Information

District Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Purpose of Access: Use of Migrant Education Program Student Database (MIS2000)

Duration of Agreement: **July 1, 2023 – June 30, 2024**

*(Not to exceed 365 days)*

Please check the appropriate boxes below:

Federal Programs Director:

Employee

Contractor

Other: \_\_\_\_\_

Records Manager:

Employee

Contractor

Other: \_\_\_\_\_

## Assurance Agreement

By signing on the line below, you are agreeing:

- To safeguard the security of any password provided to you by system administrators.
- To not share the system access you have been given.
- To follow FERPA guidelines and not distribute or share any student information or migrant records.
- To not perform actions on Alaska Department of Education & Early Development (DEED) Information Technology resources which are inconsistent with the spirit of this agreement, violate any State or Federal law, or result in system instability.
- To ensure that the computer used to access the Migrant Education Program Student Database is protected by anti-virus software with current updates and is free of any malicious code or applications (E.G., virus, Trojans, worms, key loggers, back doors, etc.).
- To not download and save student information from the system to a personal computer.
- To have encryption software installed if the computer used is a laptop.
- To immediately notify the Alaska Department of Education & Early Development of any potential data breaches.

District Federal Programs Director or Above

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Migrant Education Records Manager

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**The State of Alaska reserves the right to rescind this agreement at any time without prior notification.**

Please return form by **August 15, 2023** to:

**Jacqlene Drulis**

Email: [Jacqlene Drulis](mailto:jacqlene.drulis@alaska.gov) (jacqlene.drulis@alaska.gov) Phone: 907-269-7987