Acknowledgment of Confidentiality and Appropriate Use of TOPSpro Enterprise - Illinois for Adult Education and Family Literacy

Illinois Community College Board 401 East Capital Avenue, Springfield, IL 62701-1711

Authorized users are required to preserve confidentially all Adult Education and Literacy records and information. Authorized users must adhere to the following standards of appropriate use.

1. All users granted access to TOPSpro Enterprise must comply with the Family Educational Rights and Privacy Act (FERPA) and all other applicable state and federal privacy requirements.
2. Unauthorized use of or access to TOPSpro Enterprise records and information is prohibited.
3. Access to TOPSpro Enterprise may only be used for work associated with the Adult Education and Family Literacy program.
4. Users are prohibited from disclosing TOPSpro Enterprise records or reports except as required in the performance of their official duties.
5. Users are prohibited from sharing personally identifiable information (PII), including student names, contact information, test scores, attendance, outcomes, or other confidential student information, with unauthorized individuals.
6. Users agree to maintain the security of their login information and account credentials. Disclosure or sharing of account credentials is prohibited.
7. Users agree to maintain appropriate security measures for the access, use, storage, retention, transmission, and disposal of student data. Users must log out of TOPSpro Enterprise or lock their workstation before leaving their computer unattended.
8. Users must immediately report any known or suspected security incident, unauthorized access, data breach, lost or stolen device containing student information, phishing attempt, or accidental disclosure of confidential information to the Program Administrator and the ICCB-designated Adult Education contact.
9. Users are prohibited from entering false, inaccurate, or misleading information into any records or reports.
10. Users are prohibited from using confidential information obtained through TOPSpro Enterprise for personal benefit or allowing others to benefit from it.
11. Program Administrators must ensure that TOPSpro Enterprise access is granted only to individuals whose job responsibilities require it and that user accounts are promptly deactivated when access is no longer needed.

12. Violation of these security requirements may result in disciplinary action, loss of system access, legal action, and/or criminal penalties, as applicable.
13. These requirements supplement, and do not replace, any confidentiality or security policies established by the Adult Education Provider or applicable laws and regulations.

I acknowledge that I have read, understand, and agree to comply with the requirements outlined in this Acknowledgment of Confidentiality and Appropriate Use of TOPSpro Enterprise – Illinois for Adult Education and Family Literacy. I understand that these requirements apply throughout my period of authorized access and that I am responsible for protecting confidential student information.

Name

Title

Signature

Date