



REVERE PUBLIC SCHOOLS

Guidelines for Accessing Student Assessment and Scoring Information

The Revere Public Schools encourages its teachers and staff to use available technology to analyze data and to use this analysis to inform instruction. As new technology creates increased access to student information, it also increases the potential for inappropriate use of this information.

It is the purpose of these guidelines to make sure that all who use the traditional paper copies of standardized test results and MCAS Scores and all who use the various information systems adopted by the Revere Public Schools, including Test Wiz, Sasi, Classxp, IGPro, do so in an appropriate manner.

- Access to student information is *always* provided on a needs-to-know basis. Thus, test scores and data analysis should never be left unsecured or unattended.
- Always keep student confidentiality in mind and never share student information in a non-educational capacity.
- School department personnel should access individual student information and scores only for those students for whom the employee has direct responsibility.