



Ogden Preparatory Academy Visitor Privacy Agreement

Purpose

Due to data privacy laws, all visitors and volunteers should understand their responsibility to protect students and the information associated with students.

School Responsibility

Every attempt shall be made to supervise and minimize access to data. Visitors and Volunteers should not have access to any student files, Student Information Systems, or student data. Visitors and volunteers should not be allowed to use devices that are logged in to student or staff accounts.

Visitor and Volunteer Responsibility

Ogden Preparatory Academy (the School) reserves the right to deny a person the opportunity to visit and/or volunteer at the School if any guidelines are not followed.

1. Visitors and volunteers may not bring children with them while volunteering unless specifically given permission for a particular activity.
2. Visitors and volunteers will not smoke, consume alcohol, or use illegal drugs or controlled substances at the school.
3. Visitors and volunteers will follow instructions from the school staff.
4. Visitors and volunteers understand that information about students and staff will be kept confidential. Visitors and volunteers shall not discuss student or staff information with anyone not employed by the school. Discussions with school employees shall be restricted to those with academic interest in the information.
5. Visitors and volunteers will not photograph or videotape students unless specifically directed to do so by a school employee. Any photographs and/or videos shall not be shared by a visitor or volunteer in any manner, particularly via social media.
6. Visitors and volunteers shall adhere to OPA policies and procedures.
7. Visitors and volunteers will not search students or student property
8. Visitors and volunteers will not discriminate against or harass any person and will report all harassment or discrimination observed, consistent with OPA policy.

By signing below, I acknowledge receipt and understanding of these guidelines and agree to do my best to protect and maintain student privacy.

Visitor/Volunteer Signature

Date

Visitor/Volunteer Printed Name

Document History

Approved: 03/05/2018

Legal References