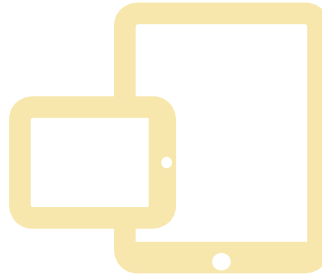


## Confidentiality and Professionalism for Schools Online Training Program



Our E-Learning Programs are **FREE** to all CIRMA members.

### Course Description:

As a school employee, you represent your school even when you aren't in the classroom. Because your position gives you access to personal information for a large number of people, you must take special care to uphold the trust your community has put in you. Laws such as HIPAA and FERPA regulate the confidentiality of students' personal information and govern the release and transfer of these records.

In this course, you will learn about the importance of maintaining confidentiality when working with student and staff information. Additionally, this course will cover the legal confidentiality requirements that apply to student records. You will also learn how maintaining a professional attitude can help you fulfill the expectations of your school and community.

**Time:** Approximately 30 minutes [Preview the Confidentiality and Professionalism for Schools online training program here.](#)

### Learning Objectives:

- Understand the reasons for maintaining confidentiality when working with student and staff information
- Identify the laws that govern the use of personal information in schools
- Recognize the importance of professionalism and ethical behavior when working in a school

### Key Topics Include:

- Representing Your School Confidentiality, Professionalism, and Ethics How Does Confidentiality Apply to Me?
- A "Clean Desk" Philosophy What's at Risk?
- HIPAA and Schools
- FERPA and Schools
- Privacy and "Common Sense"
- Identity Theft - the Law and Handling Sensitive Information Professionalism and "Common Sense"
- You Are a Role Model

*To access CIRMA's E-Learning Center or to see a complete schedule of CIRMA's instructor-led Training & Education programs, please visit —*

[www.CIRMATraining.org](http://www.CIRMATraining.org)

To register for this course, please contact your organization's E-Learning Administrator.