

Starfish User Statement and Expectations

Users accept the responsibility to:

1. protect the privacy of student records ([FERPA and Policy Definitions](#))
2. maintain standards of accurate and ethical record-keeping
 - a. only access Starfish records to perform their job
 - b. never look up a student out of curiosity
 - c. never include medical information in a Starfish record
3. self-check questions when entering notes/messages
 - a. Is this something another Starfish user connected with this student would need to know?
 - b. Is this something the student would want other people to know?
 - c. Are the details in my notes based on fact? Or are they observation and personal perspective?

Caution should be exercised when documenting topics that contain sensitive subject matter. These include: disability, religious and/or political affiliation, sexual orientation, medical diagnoses or information that could be potentially detrimental to the student if it were revealed to a third party.

Starfish is student facing. Students will be able to read any information put in their student folder within the Starfish platform.

