

Confidentiality of Records Generated with StrategyTools

The StrategyTools software system has record keeping capabilities. The student tools that are created with the **StrategyTools** program will be saved on the student's choice of internal, external, or removable storage devices. Before students create tools and enter their information, they determine where that information will be stored and what name they will choose to use for their tool records. The records are saved in encrypted form so that they can only be opened and viewed through the **StrategyTools** program or the **Records Viewer** program (see below).

If students elect to store their information in a communally-shared location, then their information (personal content entered into the tool) will be available to whoever has access to that computer system using StrategyTools. Students might enter personal information that they wish to keep confidential. Whenever communally shared storage locations are selected by students, protection for the confidentiality of that information must be considered.

There are three levels of protections offered when using **StrategyTools**.

1. Students can protect their identity by using pseudonyms for their records. They could save on any storage system, but their identity would only be known by those persons who know their pseudonyms.
2. Records could be saved on removable storage devices, i.e., pen/flash/jump drives, floppy disks, or Iomega Zip disks. Students would carry this pen drive or storage device and use it whenever they used StrategyTools to view or save their tool data. Students can open and read their records through StrategyTools when they insert the removable storage device and select that storage location when beginning the program.
3. The system provides a search tool called **Records Viewer** as a safeguard for maintaining student confidentiality. In order to use Records Viewer, the user must secure and enter a password provided by the software developers. When using the Records Viewer search tool, educators enter the password and then select a named storage area, such as the C drive, and all saved records that were created with StrategyTools are located for the purposes of viewing and printing.

You may request the password by e-mailing Dr. Gail Fitzgerald at <fitzgeraldg@missouri.edu>.

This password will only be released to appropriate certified educators who are providing instructional support to students using StrategyTools.

This password must never be released to students, parents (who could gain access to confidential information for students other than their own child), school technicians, or the general public.