MIBLSI Database Acceptable Use Agreement

This document describes the intended purpose of the MIBLSI Database (MIDATA), user access and roles, and technology requirements. Districts and ISDs wanting to use MIDATA must read this agreement in its entirety and have an executive leader sign on the last page. This agreement must be signed by an individual who has the authority to release data on behalf of the district.

Author: Michigan’s Integrated Behavior and Learning Support Initiative (MIBLSI)
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Purpose of MIDATA

The MIBLSI project uses the MIBLSI Database (MIDATA) as a primary system for collecting, storing, and generating reports/dashboards related to project goals and priorities. MIDATA is also designed for use by implementation teams and school leadership teams who are partnering with one or more of MIBLSI’s programs as a tool to support data-based decision-making that will improve outcomes for students. This MIBLSI Database Acceptable Use Agreement provides information about who can access MIDATA, how access is managed, appropriate use guidelines, and how to obtain MIDATA computer/website support.

MIDATA Access

MIBLSI is based on layered supports across the educational cascade (school, district, ISD/RESA, state). MIDATA is therefore designed for use across the cascade. Upon signing this form below, any data entered into MIDATA will be accessible to anyone who has been granted the same level of user access or above. Even if data are entered into MIDATA per the Partnership Letter of Agreement, an ISD or district user will not be able to see data from that school or district until the district has signed this MIBLSI Database Acceptable Use Agreement form. Use of the MIBLSI Database is a privilege, not a right. Access is granted and managed/updated at multiple levels.
### Table 1. MIDATA Access

<table>
<thead>
<tr>
<th>MIDATA User Roles with data access</th>
<th>Assigns/Manages MIDATA Roles (providing others with data access)</th>
<th>Data Access Level</th>
<th>Access Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statewide User (MIBLSI staff and select MDE staff)</td>
<td>Can assign ISD, District &amp; School Level Roles</td>
<td>Statewide, ISD, District &amp; School Level</td>
<td>MIDATA Domain Administrators</td>
</tr>
<tr>
<td></td>
<td>Not responsible for maintaining roles and access</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISD Domain Administrator</td>
<td>Can assign ISD, District &amp; School Level Roles</td>
<td>ISD, District &amp; School Level</td>
<td>MIBLSI Staff</td>
</tr>
<tr>
<td></td>
<td>Responsible for maintaining ISD Level roles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISD User</td>
<td>Cannot assign or manage MIDATA Roles</td>
<td>ISD, District &amp; School Level</td>
<td>ISD Domain Administrator</td>
</tr>
<tr>
<td>District Domain Administrator</td>
<td>Can assign District &amp; School Level Roles</td>
<td>District &amp; School Level</td>
<td>ISD Domain Administrator</td>
</tr>
<tr>
<td></td>
<td>Responsible for maintaining District Level roles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>District User</td>
<td>Cannot assign or manage MIDATA Roles</td>
<td>District &amp; School Level</td>
<td>District or ISD Domain Administrator</td>
</tr>
<tr>
<td>School Domain Administrator (typically the Principal)</td>
<td>Can assign School Level Roles</td>
<td>School Level</td>
<td>District or ISD Domain Administrator</td>
</tr>
<tr>
<td></td>
<td>Responsible for maintaining School Level roles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School User</td>
<td>Cannot assign or manage MIDATA Roles</td>
<td>School Level</td>
<td>School, District, or ISD Domain Administrator</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
Each user who is accessing the MIBLSI Database must adhere to the following guidelines:

1. User will act in a responsible, legal and ethical manner.
2. User will not attempt to harm or destroy data.
3. User will not attempt to access data or any other account owned by another user.
4. User will not use the information in MIDATA for any illegal activity, including violation of Federal and/or State Data Privacy laws. Anyone found to be in violation of these laws may be subject to Civil and/or Criminal prosecution.
5. Users who identify a security problem with MIDATA must notify the Ottawa Area ISD immediately.
6. Users will not share their login information with anyone.
7. Users will not set their own computer to automatically login to MIDATA to protect privacy.

**Technical Requirements**

MIDATA is accessible through any Internet connection with a modem connection of 56K or higher or any broadband (i.e. Cable, DSL, corporate) connection. MIDATA can be viewed using any internet browser on either a Windows-based or Macintosh-based machine. Computer/website assistance can be acquired by contacting the Ottawa Area ISD Help Desk at either help@oaisd.org or 1-877-702-8600 extension 3000.
Acceptance

I have read and understand the information in this document and agree to allow MIBLSI to set up access to MIDATA for select individuals within my district/ISD/RESA.

___________________________________________
District or ISD/RESA Name

___________________________________________
Printed Name of District Executive Leader

___________________________________________
Signature

___________________________________________
Date

District/ISD Domain Administrator

List contact information below for one individual within the district/ISD who should be set up as a Domain Administrator. Additional users can be added later.

___________________________________________
Full Name

___________________________________________
Email Address

___________________________________________
District/ISD Role

Please email this signed form to Candi Drake at cdrake@miblsimtss.org

Contact Anna Harms, MIBLSI Evaluation & Research Coordinator, with any questions related to this MIBLSI Database Acceptable Use Agreement (aharms@miblsimtss.org).

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