



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.

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Version: 1.1

Date: May, 2017

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

MIDATA User Roles with data access	Assigns/Manages MIDATA Roles (providing others with data access)	Data Access Level	Access Assigned By
Statewide User (MIBLSI staff and select MDE staff)	Can assign ISD, District & School Level Roles Not responsible for maintaining roles and access	Statewide, ISD, District & School Level	MIDATA Domain Administrators
ISD Domain Administrator	Can assign ISD, District & School Level Roles Responsible for maintaining ISD Level roles	ISD, District & School Level	MIBLSI Staff
ISD User	Cannot assign or manage MIDATA Roles	ISD, District & School Level	ISD Domain Administrator
District Domain Administrator	Can assign District & School Level Roles Responsible for maintaining District Level roles	District & School Level	ISD Domain Administrator
District User	Cannot assign or manage MIDATA Roles	District & School Level	District or ISD Domain Administrator
School Domain Administrator (typically the Principal)	Can assign School Level Roles Responsible for maintaining School Level roles	School Level	District or ISD Domain Administrator
School User	Cannot assign or manage MIDATA Roles	School Level	School, District, or ISD Domain Administrator

MIBLSI Database Acceptable Use Agreement (May, 2017)

Michigan's Integrated Behavior and Learning Support Initiative (MIBLSI) is a Grant Funded Initiative (GFI), funded under the *Individuals with Disabilities Education Act* (IDEA) through the Michigan Department of Education.



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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