



My Professional Growth System Educator Development and Support Security Guidelines

Educator Development and Support documents are confidential personnel records. This system is for authorized **access and** use only. Unauthorized access **or** use is prohibited **and will result in discipline.**

By logging on to the My Professional Growth System, I understand that I will have access to confidential information and agree that:

1. I will not take any action that may tend to jeopardize or reduce the security of the performance evaluations. I may share information about my own performance evaluation if I so desire, but I have no obligation to do so.
2. I have read, understand, accept, and agree to the terms and conditions of the LAUSD's Acceptable Use Policy ([AUP](#)).
3. I will log out of My Professional Growth System after each session by clicking on *Sign Out* at the top of the screen.
4. In the event that I believe a performance evaluation or evaluations may have been viewed by an unauthorized party through the use of this system, I will immediately report this incident to the Instructional Director responsible for my school at the Local District, or to Professional Learning and Leadership Development at (213) 241-3444.
5. I understand that the My Professional Growth System will close for the 2015-2016 school year on June 13, 2016 at 5:00pm.

FOR ADMINISTRATOR EVALUATING THE CERTIFICATED EMPLOYEE, I FURTHER AGREE THAT:

1. I will not discuss with non-authorized personnel any information regarding performance evaluations.
2. I will not allow performance evaluations to be viewed by non-authorized personnel.
3. I will only open and view performance evaluation forms/information for employees that I have the responsibility to evaluate.
4. I will follow collective bargaining agreement provisions and District Policies in conducting performance evaluations.
5. I understand that I will complete evaluations no later than 30 calendar days before the last regularly scheduled day of the employee's scheduled work year.