



**The Georgia Code of Ethics for Educators**

**~ MODULE SERIES for ~**

**PARAPROFESSIONALS**

**Standard 7: Confidential Information**

****

**The Georgia Code of Ethics for Educators**

**~ MODULE SERIES for ~**

**PARAPROFESSIONALS**

**Standard 7: Confidential Information**

**Video Facilitation Guide**



**Standard 7: Confidential Information**

**This *Facilitation Guide* accompanies the Paraprofessional Ethics Training Module for Standard 7 of the Georgia Code of Ethics for Educators (COE). The guide contains suggested directions and time allotments for synchronous instruction, yet can be adapted for asynchronous learning environments.**

**The Standard 7 module is video-based. All Standard 7 module components, including the video lesson, text lesson, review, and resources, are available at**

[**https://docs.google.com/presentation/d/e/2PACX-1vRANkzHnCgjbP-dP1EYeOI0NjfDCbAcdveA9ECba9A9hmATMDSyqPtHwHgP0bIYYg/pub?start=false&loop=false&delayms=3000&slide=id.p3**](https://docs.google.com/presentation/d/e/2PACX-1vRANkzHnCgjbP-dP1EYeOI0NjfDCbAcdveA9ECba9A9hmATMDSyqPtHwHgP0bIYYg/pub?start=false&loop=false&delayms=3000&slide=id.p3)

**This link works best using Google Chrome internet browser.**

**If this training is led by a facilitator, after introductions and sharing the *Learning Intentions* and *Success Criteria*, start the video and be prepared to stop the video to emphasize the key elements of the lesson. The facilitator should engage the class in the examples given. Additionally, it is important for the facilitator to seek input from the class prior to revealing the answers to the scenarios.**

**Prior to starting the video, the facilitator conducts introductions and shares the *Learning Intentions* and *Success Criteria* below:**

**INTRODUCTIONS**

***Time:*** *3-5 minutes*

Prior to beginning the video, the facilitator welcomes participants, makes appropriate introductions, and reminds the class this is an overview of Standard 7: Confidential Information of the Georgia Code of Ethics for Educators.

**LEARNING INTENTIONS & SUCCESS CRITERIA**

***Time:*** *1-3 minutes*

Share the *Learning Intentions* and *Success Criteria* for the training:

**LEARNING INTENTIONS**

1. I am learning about Standard 7 (Confidential Information) of the Georgia Code of Ethics for Educators (COE).
2. I am learning to identify examples of violations regarding confidential information.
3. I am learning how to protect myself from potential violations of the COE regarding confidential information.

**SUCCESS CRITERIA**

1. I will know and understand the definition of Standard 7: Confidential Information.
2. I can identify what is a violation of Standard 7 and what is not.
3. I can demonstrate a general understanding of Standard 7: Confidential Information by successfully completing a review exercise.

**The facilitator begins the video, letting participants know there will be points the video will be stopped for discussion.**

**The video covers the following:**

**DEFINITION & OVERVIEW**

***Discussion Time:*** *10 minutes*

**Video Time Stamp: [0.24 – 1:51]**

This video segment explains Standard 7 – Confidential Information of the Georgia Code of Ethics for Educators (COE).

Below is the content from the video for this segment.

* As a paraprofessional in Georgia public schools, it is important that you understand the ethical expectations of your position.
* **Standard 7** of the State of Georgia Code of Ethics covers **Confidential Information**.
* It specifically reads, “An educator shall comply with state and federal laws, and state school board policies relating to the confidentiality of student and personnel records, standardized test material, and other information.”
* **Unethical conduct** includes but is not limited to:

1. Sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law;
2. Sharing of confidential information restricted by state or federal law;
3. Violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or state directions for the use of tests or test items, etc.; and
4. Violation of other confidentiality agreements required by state or local policy.

**Examples**

***Discussion Time:*** *10 minutes*

**Video Time Stamp: [1.52 – 2:30]**

Have participants view the definition and examples of violations of Standard 7. Stop and discuss as needed.

A paraprofessional:

1. Saves a copy of the state test and gives it to her friend to help with her daughter’s performance on the test.
2. Shares the confidential information contained in a student’s file about his parents’ divorce.
3. Shares a student’s disability information with other people.
4. Shares a student’s SAT scores on social media.
5. Makes a copy of a co-worker's letter of reprimand and then shares it on social media.

**Scenarios**

***Discussion Time:*** *15 minutes*

**Video Time Stamp: [2.31 – 5:31]**

After each scenario and prior to the provided answer, stop the video and discuss if there has been a violation in the scenario of Standard 7 of the COE. The answer to each scenario is provided in the video.

Below are the scenarios in the video:

**Scenario 1**

A paraprofessional is stopped while grocery shopping by a friend, and they have a discussion about a student’s Individualized Education Plan (IEP) meeting in the grocery store in the cereal aisle.

Correct Answer: This ***is*** a violation of Standard 7 of the Code of Ethics. Student information, especially anything contained in an IEP, is to be protected and never discussed with anyone in public places.

**Scenario 2**

A paraprofessional is interviewed with several other panelists on an audio podcast. The group is discussing IEPs. During the discussion the paraprofessional mentions that her daughter receives special education services and has an IEP. The podcaster pauses the interview, stops recording, and asks if she meant to mention her daughter’s IEP. The paraprofessional says, “Yes. It is OK. I am her mother.”

Correct Answer: This ***is not*** a violation of Standard 7. As the child’s mother, as long as she is the legal guardian of the child, she may discuss the child's IEP.

**Scenario 3**

A paraprofessional is at the neighborhood swimming pool on Saturday morning. While talking with a friend, she tells her about a divorce decree between the parents of one of her students she saw while looking in the student’s file in the counseling office.

Correct Answer: This ***is*** a violation of Standard 7. Any information located on a student file at school should be protected and never disclosed to anyone in public. In this scenario, it is questionable as to whether the paraprofessional should have had access to the file in the first place.

**Scenario 4**

A paraprofessional is angry at several students and decides that she will shame them on Facebook by posting what their medical conditions are and questions the validity of the diagnosis.

Correct Answer: This ***is*** a violation of Standard 7. A student’s medical information is not to be shared with anyone in the public either verbally, in writing, or via social media.

**Scenario 5**

A paraprofessional wants to help a child that she knows is struggling with the material that will appear on the coming state test. The paraprofessional makes a couple copies of the actual test and shares the copies with the student’s mother.

Correct Answer: This ***is*** a violation of Standard 7. The paraprofessional is not allowed to make copies nor to distribute the state testing materials.

**Scenario 6**

A paraprofessional participates in a TikTok video where the adults are singing and dancing to a song that makes fun of the behaviors of some of their students. The students are mentioned by name. A parent brings the video to the principal’s attention.

Correct Answer: This ***is*** a violation of Standard 7. The paraprofessional should neither be discussing nor sharing personal information about individual students. Discussing students' private and personal information is unprofessional.

**Check for Understanding**

***Discussion Time:*** *10 minutes*

When the video is concluded, return to the main slide with the linked buttons. Click on the button marked Review. Have the participants complete this review. The answers are provided.

Below are the questions asked in the video, along with the correct answer:

Check for Understanding #1:

Student information should never be shared in public unless

X You are the parent or guardian of the student.

* You know that you have a need to know the information, so you ask a colleague while shopping for groceries.
* You are on bus duty, and it is the only time you can talk with the lead teacher.
* Unless you are talking with one of the school board members.

Check for Understanding #2:

When you leave your desk or work area

* You should close all windows on your computer that contain protected student information.
* You should put away all paper copies of protected student information.
* You should put away your grade book.

X All of the above.

Check for Understanding #3:

You regularly are in the main office, and while there you see a file that was left in the mail room on the copier. It is a teacher’s final evaluation. You should

* Use your smartphone and take a picture. You share the picture on Instagram.

X Stop looking at the file and give the file to an administrator.

* Go tell a colleague what you saw.
* You throw it away.

Check for Understanding #4:

You as a paraprofessional are asked by your team teacher if you would take the student medical forms to the office.

X You should take them to the office as asked.

* You should find a student to handle for you because you have something else that needs to be done first.
* You leave it on your desk with the intention of taking it later so that you can go ahead to lunch.
* You take it to the office but no one is there to receive it. You leave it on the counter top in the reception area.

Check for Understanding #5:

You are passing through the main office and see a teacher leaving the front office crying

* You should use your phone to record her leaving the office. You send the video to

your friend at another school.

* You go back to the work room and tell anyone who will listen.

X You realize this is none of your business, and you forget about it.

* You make a post on Facebook with all of the reasons why she may have been crying.

Check for Understanding #6:

You are in the counseling office when a probation officer is finishing talking with a counselor about a student’s probation requirements. The student lives two doors down from you.

* You tell your neighbor about his probation requirements.
* You go to a colleague in the building and tell her what you heard.
* You go home and tell your spouse. Your spouse calls the principal.

X You realize this is not your business and move on.

**CLOSING**

Provide an opportunity to respond to questions. Thank the participants for attending the training.

**RESOURCES**

Georgia Code of Ethics for Educators – Standard 7 (page 4), available at

<https://www.gapsc.com/Rules/Current/Ethics/505-6-.01.pdf>.

Georgia Ethics for Educators: Standard 7 – Alcohol and Drugs, available at <https://vimeo.com/479801551>

**EVALUATION**

Please complete the voluntary evaluation of Module 7 of the GaPSC Paraprofessional Ethics Training, which is available [here](https://forms.gle/LUFPadzWybp64tfW7). Your feedback is appreciated.