

	Houston Independent School District Police Department Directives	DIRECTIVE: 460-004
		EFFECTIVE DATE: August 25, 2010
	SUBJECT: Utilization of HISD Connect	REVISED DATE: February 13, 2022

PURPOSE

This directive aims to outline the utilization of HISD Connect (PowerSchool SIS) by HISD Police Officers and Dispatchers other than investigators assigned to the department’s investigation unit. This directive applies to all Houston Independent School District Police Department personnel.

CONFIDENTIALITY

The district shall protect the confidentiality of personally identifiable information in collecting, storing, disclosing, and destroying records. All persons collecting or using this information shall receive training or instruction concerning the legal requirements for handling these records.

The district shall maintain a current listing of the names and positions of employees who have access to this information (reference HISD Board Policy FL (Legal)).

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The FERPA Act of 1974, 20 USC, Section 1232g, its implementing regulations (34 CFR Part 99), and amendments, the Texas Public Information Act (TPIA), Texas Government Code Section 552.001 et seq., and Houston Independent School District (HISD) Board Policies provide for the security, confidentiality, review, and disclosure of student educational records. All persons who access HISD student records hold a position of trust relative to this information and must recognize and acknowledge their responsibilities for preserving the security and confidentiality of this information.

UTILIZATION OF THE STUDENT INFORMATION SYSTEM

HISD police officers and dispatchers may have the authorization to use HISD Connect as a “Read Only” tool to assist with investigations and identify student(s) demographics.

Types of access will include the following:

- a) Investigators - district-wide access with disciplinary and demographics access;
- b) Supervisors - district-wide access with disciplinary and demographics access; and
- c) The Office of the Chief of Police – district-wide access with disciplinary and demographic access.

Approved By


 Pedro Lopez Jr., Chief of Police