MCIS Privacy Policy

The purpose of the Minnesota Career Information System (MCIS) is to help you identify career and education opportunities and make career plans. This version of MCIS is created and maintained by intoCareers, an outreach center within the College of Education at the University of Oregon, and operated by the Minnesota Career Information System at the Minnesota Department of Education. Access to MCIS is available to you through your school or the organization providing you with career development services. You may access all of the content in MCIS without entering any personal information.

To take advantage of some components of this site, you must create a personal portfolio. You only need a user name and password to create a portfolio and must enter a first and last name and a graduation year. After you create a portfolio, you have control over the information you choose to save. In order to make the most of your portfolio, you will need to enter or save personal information such as preferences and notes on why you are interested in particular careers or educational opportunities.

1. Personal Information

MCIS respects our users' privacy. MCIS adheres to guidelines created by the Children's Online Privacy Protection Act and the Family Educational Rights and Privacy Act (FERPA). Except as stated herein, or as otherwise required by law, personally identifiable information is not disclosed to any other individual or entity, nor, except as necessary to correct system problems, is individual information looked at by MDE’s MCIS.

2. Portfolios for students at K-12 Institutions

K-12 institutions are covered by the Family Educational Rights and Privacy Act (FERPA). Additionally, MCIS is designed in accord with the Children's Online Privacy Protection Act.

FERPA includes provisions that direct how MCIS operates in K-12 institutions. It limits who can access your personal information in MCIS. Only your school's MCIS Coordinator (individual at the institution responsible for providing access to MCIS) and designees of the MCIS Coordinator who have a legitimate educational interest in accessing the material in a student's portfolio, such as your teachers or counselors, can access information in your MCIS student portfolio. They may be able to access information you input into MCIS, except they will not be able to view your personal reflections, or notes, unless your school chooses to use MCIS as part of their curriculum and requires access to student portfolios. This is called “Opting In.” The MCIS Coordinator may set a policy in which all students are Opted-In or may leave this choice to you. MCIS Coordinators and their designees can only view personal reflections, if you are Opted-In. If your school's policy is set so that all students are Opted-In, you will receive notification of this policy the first time you log in.

Provisions of the Children's Online Privacy Protection Act require verifiable parental consent in order to collect personal information on individuals under the age of 13 ("child"). Schools making MCIS available to students under the age of 13 need to obtain written authorization from parents or legal guardians before a child creates an online portfolio. The parent/legal guardian must agree to the provisions of the MCIS Privacy Policy. Parents may obtain access to their child's portfolio from the school's MCIS Coordinator or by using the child's user name and password. MCIS Coordinators can delete the child's portfolio if the parent wishes to prohibit future use of the portfolio. Student's wishing to delete their portfolios should contact the Schools Site Administrator. MCIS Coordinators may also request that the option to create a personal portfolio be disabled for all students at a school.
MCIS maintains portfolio data as long as your school or organization subscribes to MCIS. As a user, you may delete information from your portfolio at any time, and it will be removed from the MCIS database. Users reserve the right to delete their entire portfolio via a request to MCIS or their MCIS Coordinator.

Schools or organizations that make MCIS available to their students or clients can receive information in the form of various reports. These reports are designed to help MCIS Coordinators (i.e., individual at the institution responsible for providing access to MCIS) evaluate use of the MCIS by their students or clients and enhance their career development programs and services.

3. General Website Activity

MCIS maintains logs of site usage in order to improve the site. We gather information such as how often content is accessed, frequency of responses for assessment questions, or average length of user session. This information is analyzed in aggregate form and the aggregate information may be shared with others but cannot be used to identify individuals or the data they save in their portfolio.

4. Institution-Level Reports

Schools or other organizations that make MCIS available to their students or clients can receive information in the form of various reports. These reports are designed to help MCIS Coordinators (i.e., individual at the institution responsible for providing access to MCIS) evaluate use of the MCIS by their students or clients and enhance their career development programs and services.

In addition, if your school is participating in SLEDS as described and identified in Section 5 below, your school will be able to access additional reports that include data linked from SLEDS.

5. Minnesota Statewide Longitudinal Data System (SLEDS)

Some schools also use MCIS for evaluating their students’ longitudinal educational and employment outcomes. These schools may choose to share selected MCIS information into SLEDS so that they access additional reports. This sharing will also allow MDE and SLEDS to connect MCIS information about college and career planning to actual outcomes achieved by students.

This career and college planning information is made available only to those schools and districts providing the information for inclusion in SLEDS and in de-identified format to the authorized users evaluating the education and employment outcomes as related to personal learning plan use. At any time, students can request corrections to or deletions of their information in data shared with SLEDs by contacting the MCIS authorized representative.

The schools listed below are sharing some MCIS information with SLEDS: Austin High School, Buffalo High School, Grand Rapids High School, Milaca Secondary High School, North High School and Tartan Senior High School.

6. Linked Sites

MCIS contains many links to related information and modules throughout the system. MCIS analysts have identified many other Internet sites that provide potentially valuable information. These sites may provide services requiring you to register and enter personal information, such as schools that accept electronic applications or job search sites that store electronic resumes. We do not endorse the privacy policies of these sites and each user must choose whether to use the services of linked sites based on their own review of those independent privacy policies.

NOTE: Links to external sites open in a new browser window, to return to MCIS close the window.