



**FLORIDA STATE COLLEGE AT JACKSONVILLE
STUDENT WORKER CONFIDENTIALITY AGREEMENT**

It is the policy of Florida State College at Jacksonville (College) that information regarding students, alumni, faculty, staff and other constituents be considered and handled with discretion and confidentiality. This is to ensure adherence to all FERPA policies and respect for the privacy and rights of members of the College.

As a student worker it is understood that all information gained from student and/or employee files (office or computer generated) or heard in the course of employment, is strictly confidential and, as such, is not to be shared with anyone other than those authorized to receive this information. In addition, no files or copies of records may leave the office/department without approval. Files and copies of records are not to be left unattended in public areas for others to view. A student worker may have access to individually identifiable confidential information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974. It is prohibited in any way to divulge, copy, release, sell, loan, review, alter or destroy that information, including but not limited to personal, academic and financial information about another student or employee. Violations could subject the student worker to criminal and civil penalties imposed by law. It is further understood that such willful or unauthorized disclosure also violates the College's policy and could constitute just cause for disciplinary action including termination of employment, regardless of whether criminal or civil penalties are imposed.

A student worker must avoid acquiring student and/or employee records information that is not needed to complete an assigned job, nor should information be exchanged regarding what students learned about while performing assigned tasks. Even a minor disclosure of information (e.g. telling another student of someone's class schedule) may be a violation, and result in penalties including termination. Individual departments may have stricter policies regarding confidential records.

The computer password that is provided is not to be used outside of the office/department and is not to be shared with anyone other than those authorized. Student workers are prohibited from accessing any computer system with another user's credentials, even if directly provided with another user's userid and/or password. The student worker must ensure that terminals are properly signed off when not in use.

I, _____, have read and understand my responsibilities as stated in this Confidentiality Agreement.

I understand that any breach of confidentiality or abuse of my position with this office/department of the College may result in the immediate termination of my employment.

Student Signature

Date

Supervisor Signature

Date