

CENTRAL BUCKS SCHOOL DISTRICT
EMPLOYEE CONFIDENTIALITY STATEMENT

I understand that, in the course of my work with Central Bucks School District, I am responsible for maintaining the confidentiality of any student, employee or school district business to which I may have access. I understand that the use and disclosure of confidential information is governed by specific laws, policies and procedures. I am responsible for knowing and following those policies and procedures that are necessary to the performance of my duties for Central Bucks School District. All school district policies are available for my review on the Central Bucks School District website. If I am unsure of any policy and/or guidelines, I will contact my supervisor for further direction.

INDIVIDUALLY IDENTIFIABLE STUDENT INFORMATION

I understand that specific policies and procedures have been developed for the proper use and disclosure of individually identifiable student information. I am aware that, unless specifically related to my job responsibilities with Central Bucks School District, I am not authorized to view or discuss any individually identifiable student information. I understand that my communication with parents regarding student information is at the direction of the professional staff. Any violation of these confidentiality requirements will be reviewed carefully by Central Bucks School District Administrators and, if substantiated, may result in disciplinary action up to and including termination in accordance with Central Bucks policies and procedures.

COMPUTER SYSTEMS

I understand that in the course of my work with Central Bucks School District, I may need to use the network computer system in order to fulfill my duties as an employee of Central Bucks School District. If this is required, I understand that the username ("login") and password assigned to me is a unique code that identifies me to the network computer system. All network entries that I make will reference to my identity, and I am fully responsible for all such entries. Accordingly, I will keep my login and password confidential and will not reveal them to anyone. I understand that anyone who knowingly attempts to access the system with another user's login and password may be subject to disciplinary action. I will sign off the network before leaving my terminal. I will contact Information Technology Department immediately if I believe the confidentiality of my login or password has been compromised.

I further understand that any information I access from the network is strictly confidential and will be used only for the performance of my duties at the Central Bucks School District.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THIS CONFIDENTIALITY STATEMENT AND AGREE TO ABIDE BY ITS TERMS.

Employee Name (Print Name)

Job Title (Print Title)

Employee Signature

Date

Administrator Signature

Date