



STUDENT EMPLOYEE CONFIDENTIALITY AGREEMENT

I, _____, understand that in my capacity as a student employee in the _____ at Morgan State University, I may have access to confidential and private records of other students, faculty, staff, and/or clientele pertaining to the University.

(Print Student Name)

(Department name)

Therefore, it is my responsibility to:

1. Protect the privacy of students, staff and other clientele about whom I have confidential information;
2. Refrain from discussing matters pertaining to the office/department in which I am employed (or in the presence of) non-office persons;
3. Limit my access to confidential information to that for which I have work-related need.

I understand that I am being held to a higher standard as a student employee. I agree not to divulge any confidential information obtained from observations, conversations, correspondence, personal records, clerical materials, or any other sources. I will not make public any confidential information such that the person(s) involved will be identifiable or harmed, except as I may be legally required to do so.

In the event I require computer access, user IDs and passwords that will be provided to me are my means of accessing the computer system. It is to be used solely in connection with the performance of my authorized job function. I will take all necessary steps to prevent anyone from gaining knowledge of the password. The use of these unique codes by anyone other than myself is prohibited.

I am aware that the Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records, and that a violation of it could result in investigation, review, and adjudication by review board within the US Department of Health, Education, and Welfare.

I further agree that during the term of my employment/association and following my separation with such employment/association, I will be bound by this agreement. I am aware that failure to abide by this agreement may result in immediate discharge from employment or volunteer work and referral to Morgan State University's Judicial Board.

Student's Signature

Date

Supervisor's Signature

Date