

**BARNSTEAD SCHOOL DISTRICT
Staff Ethics – Confidentiality Agreement**

CONFIDENTIALITY AGREEMENT

In the course of my employment or association with the school district, I understand that printed, electronic, and oral communications concerning ALL student information are confidential. Such information can be accessed directly only by certain designated individuals and only for legitimate purposes. Any keys to any files and any computer password assigned to me for which I am responsible will be kept confidential. Release of any student information in printed, verbal, electronic, or any other form by unauthorized personnel is a major violation of school district standards for school employees, contract service providers, substitutes, coaches and all other school - related services.

I understand that improper release of student information is cause for disciplinary action and can result in termination of employment and in some cases, civil liability.

Any request for information from the media should be referred to administration or other authorized district spokesperson.

If I have any questions concerning the confidentiality of student information, I will consult my immediate supervisor or the school principal.

I have read, understand, and accept the above statements.

Signature

Date

Print Name

First Reading: 02-14-14
Second/Approved Reading: 03-03-14