

CONFIDENTIALITY AGREEMENT

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of students and student education records.

As an employee at Captain Isaac Paine School (CIPS), you may under limited circumstances, have access to confidential student education records and other student information while on campus. Confidential information is any information, regardless of format, about an individual student and includes but is not limited to student number, social security number, transcripts/grades, conduct, health information, eligibility for special education programs, individualized education programs, psychological and psycho educational evaluations, absenteeism, and exam papers, etc. None of this information should be disclosed to persons outside the employ of CIPS. Likewise, all information about an individual employee related to financial records, health information, telephone number, home address, social security number, and any other information of a personally identifiable nature should not be disclosed to persons outside the employ of CIPS. As an employee at CIPS, you agree to the following:

1. I acknowledge that all personally identifiable student information shall be kept confidential in accordance with the requirements of the Family Educational Privacy Act (FERPA). I will hold information received from CIPS in strict confidence and will not discuss with others the identity of any student at CIPS.
2. I will not discuss with others the content of any specific student records, nor will I disclose personally identifiable student or employee information, or any other information regarding individual students or employees.
3. I understand that questions about individual students or the content of confidential student records must be directed to the principal.
4. I must report any breach or suspected breach in confidentiality, immediately upon my discovery, to the school principal.
5. CIPS reserves the right to take disciplinary action, up to and including termination of employment for violations of this agreement.

I have read and understand the above statements with respect to the legal and ethical mandates for confidentiality and agree to abide by them.

Printed Name: _____ Date: _____

Signature: _____