

STATEMENT OF CONFIDENTIALITY AGREEMENT

All student employees of Barnard College are expected to use computing and information technology resources, and all other sources of student and employee information and records, in a responsible manner, respecting the rights and privacy of others, the integrity of facilities and controls, and all pertinent College policies.

Each student employee has an obligation to abide by the following standards of acceptable and ethical use:

- Use only those computing and information technology resources, and all other sources of information and records, for which you have authorization and for their intended purpose. This information can be in either electronic or hard copy formats.
- Protect the access and integrity of computing and information technology resources, and all other sources of student and employee information and records.
- Do not release or disclose information unless specifically authorized by a supervisor.
- Abide by all College policies and respect the copyrights and intellectual property rights of others, including legal use of copyrighted software.
- Respect the privacy and personal rights of others.

Any student staff member using information resources for unethical and unacceptable practices, or causing the unauthorized release or disclosure of confidential information, will be subject to disciplinary proceedings, up to and including suspension or termination of employment as may be appropriate.

By signing below, you understand and agree that authorization to access College information is granted solely for the purpose of carrying out your duties in conducting College business. College information may be shared only with other employees or those who have need-to-know of information in order to perform their duties on behalf of the University.

By signing below, you also understand and agree not to disclose passwords, access procedures, and security protocols regarding the College's computer systems, information technology resources, and all other student and employee information.

By signing below, you also understand that any violation of the guidelines of this Agreement is considered prohibited conduct under the College's Student Code of Conduct. Any violation of this Agreement as noted herein will be considered as a breach of the Student Code of Conduct. Violations to the Code of Conduct are separable offenses. Findings of responsibility for violation of the Student Code of Conduct may result in sanctions up to and including suspension and expulsion. Any student employee who attempts to commit an offense, or assists another in committing an offense, bears the same degree of culpability as if the student committed the violation and is subject to the same sanctions.

By signing below, you understand and agree that a violation or breach of this Agreement may result in disciplinary action including termination, and formal complaint with the Dean of Studies. You understand and agree to be bound by the provisions of this Agreement even after your employment with the College has ceased.

Date

Employee Name (Please Print)

Employee Signature