



## Confidentiality Agreement

I understand that as an employee of Aspen View Public Schools I may have access to confidential information, including information about students, parents, administration and staff. I agree to maintain the absolute confidentiality of all such information, and I will not make public any such information.

Confidential documents and information include, but are not limited to, decisions or data not intended for release, employee information, student information or any other personal information and includes information which may be obtained verbally, in writing or electronically. Any information relating to Aspen View Public Schools that is freely in the public domain is not considered “confidential”.

I acknowledge that such information is not to be altered, copied, interfered with or destroyed, except upon authorization and in accordance with the policy of the Board. I will not discuss such information with any party, nor will I participate in or permit the release, publication or disclosure of such information.

In order to be safe, I shall assume that all division-related information I receive during my employment is confidential. Therefore, it is my responsibility to:

1. Protect the privacy of students, parents, administration and staff about whom I have information;
2. Limit my access to confidential information to that for which I have work-related need. In the event I have computer access to databases containing confidential information then the User ID and password shall 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 my password. The use of these unique codes by anyone other than me is prohibited.

Upon termination of employment with Aspen View Public Schools, I understand that I am to promptly return, without duplicating or summarizing, any and all material pertaining to Aspen View Public Schools business, students, parents of students, or staff in my possession including, but not limited to, student information, physical property, documents, keys, electronic information storage media, manual, letters, notes and reports.

This agreement will not supersede any legal obligation to disseminate information when required to do so in a court of law.

I understand that any breach of confidentiality by me may result in disciplinary action up to and including termination. I have read and understand this Confidentiality Agreement and agree to adhere to this agreement in its entirety.

I, \_\_\_\_\_, acknowledge that I have read and understand the confidentiality agreement of Aspen View Public Schools. I understand that if I violate the rules set forth in this agreement, I may face legal, punitive or corrective action.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_