



STUDENT EMPLOYEE CONFIDENTIALITY CONTRACT

The student employee position will have occasion to access individual student information from various sources, including the Banner Administrative Computer System. With respect to this student information and to any other proprietary Fort Lewis College information, the student **has read, understands, and agrees** to the following:

1. The student acknowledges the confidentiality of student information and Fort Lewis College proprietary information. Student information will not be distributed to or discussed with anyone other than the student worker's supervisor or with officials of the College as designated by the student worker's supervisor.
2. The student worker will not attempt to alter, change, add, or delete student record information or College documents, unless the student worker's supervisor provides specific instructions.
3. The student employee will access only that information specified by the student worker's supervisor. Access to information will be granted through the normal procedures for obtaining specific access to the information in written documents, computer files, student records, or other College proprietary information.
4. All procedures, creative work, written documents and computer programs will be documented according to standards set by the student employee's supervisor and are considered to be the property of Fort Lewis College.
5. The student employee understands that failure to abide by the above contract is grounds for immediate dismissal from the work position, and may further subject the student to disciplinary action under the Fort Lewis College Disciplinary Code.

Student's Signature

Date

Student's Printed Name

Date

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT STUDENT EMPLOYEE STATEMENT OF UNDERSTANDING

I understand that by the virtue of my employment with Fort Lewis College, I may have access to records that contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Right and Privacy Act of 1974. I fully understand that the intentional disclosures by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates the Fort Lewis College policy and could constitute just cause of disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

Student's Signature

Date

Student's Printed Name

Date