

STUDENT CONTRACT AND CONFIDENTIALITY AGREEMENT

I _____ hereby witness that I understand and agree to the following terms and conditions as mandatory to my continual employment with the

(Office name) _____.

1. In accordance with federal education records privacy requirements, I agree to keep confidential all data which is entered into the office records. I also agree to safeguard any data to which I have access, and ensure that this information does not become available to any person not specifically authorized by my supervisor(s).
2. I understand that in continuing to safeguard confidential data that the use of cellular phones, cellular camera phones, cameras, and other such recording devices is strictly prohibited. I understand that the use of any such device in the workplace is grounds for immediate termination. I also understand that if I am expecting an important phone call on a cellular phone that I will obtain my supervisor's permission prior to my shift and will be out of sight from any sensitive records when a cellular phone is in use.
3. I understand that students have a legal right to inspect the contents of their records. I also understand that I will not view my own records whether computer or paper unless a full time employee who works in the specified area of that record type is present.
4. I agree not to access any data outside my work environment without prior approval of my supervisor(s).
5. I understand and agree to follow the rules and conditions regarding conduct within the (office name) _____ as set forth in the student employment handbook, and the (office name) _____ manual for student employees.
6. As my position in the (office name) _____ is a high visibility position, I understand and agree to dress in an appropriate manner.
7. My work hours as scheduled are crucial to the proper functioning of this office. I agree to adhere to the work schedule I have established with my supervisor(s) and understand that this responsibility will include mandatory training sessions. I further understand that any request for time off must be requested prior to my shift and must be made to my supervisor(s).

Student Signature

Date