



## **Student Privacy Statement and Staff/ Volunteer/Intern Confidentiality Agreement**

Students in the Needham Public Schools have the right to expect that information about them will be kept confidential by all staff, interns and volunteers. Additionally, the U.S. congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Educational Rights and Privacy Act (known more commonly as “FERPA” or the “Buckley Amendment”). FERPA allows the government to withdraw federal funds from any educational institution that disseminates information about a student to an unauthorized individual without his or her parent’s consent. This dissemination includes both written and verbally transmitted information.

Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school department employees, the teacher or the principal. If the student reveals information regarding his or her well-being that is of concern to you, you should report this to the student’s teacher or the principal the day you hear it.

You may not share information about a student even with others who are genuinely interested in the student’s welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a grave medical emergency, in which confidential information may be necessary for a student’s care, is the only exception). Thus, you must refer all such questions to the school employees so authorized and indicated to you, typically the student’s teacher or principal.

Parents, friends, or community members may in good faith ask you questions about a student (about his progress, his school experience or his classroom, for instance). You must refer all such questions to the authorized school employees. You may not share information about a student with members of your own family or with the student’s family.

If you are doing coursework that involves student information or data collection, you must adhere to all confidentiality rules, including receiving permission from your supervising teacher or administrator prior to beginning the course project. You must change all identifiable information in any written or orally presented material, so that no listener or reader will be able to identify the district, school or students.

### **Agreement**

It is the policy of Needham Public Schools to provide our employees or students with a level of privacy and confidentiality with any information concerning any of our employees or students. In the course of your work, you may have access to confidential information (oral, written or computer generated not otherwise available to the public at large) about employees or students, and their families and/or personal business. School business information includes computer programs, software and supporting documentation, technological improvement plans, strategic plans, financial information and employee information (including but not limited to co-worker and their families).

**THEREFORE, I AGREE** that:

My right to enter or make use of confidential information is restricted to my need to know the data or information to perform my job responsibilities. I will keep my computer access password(s) confidential. If another method of accessing a computer system is used, I will restrict its use to myself. I will not discuss any confidential information in any public areas, hallways, gathering spaces and etc.

I will hold all confidential information of which I have knowledge in the truest confidence, as required by law. I agree to utilize confidential information obtained by me only for the benefit of the employee or student or in performance of my job responsibilities. Unauthorized disclosure, copying and/or misuse of confidential information is a serious breach of duty and will result in disciplinary action up to and including termination of employment or contract with Needham Public Schools. Further, this agreement mandates compliance extending beyond employment, contract, or association with Needham Public Schools, as required by law.

**I HAVE READ THIS CONFIDENTIALITY AGREEMENT AND AGREE TO ITS TERMS.**

Employee Signature \_\_\_\_\_

Employee Name (print) \_\_\_\_\_

Date \_\_\_\_\_