

Student Employment Code of Responsibility and Confidentiality Agreement

Student ID# (7-digit number): _____

The Office of Student Employment has adopted the following policies for its student employees. It is the policy of Florida State College at Jacksonville (College) that information regarding students, alumni, faculty, staff and other constituents be considered and handled with discretion and confidentiality. Any deviation in policy must meet with the approval of your supervisor or the Student Employment Office.

As a student employee it is understood that all information gained from student and/or employee files (office or computer generated) or heard in the course of employment, is strictly confidential and, as such, is not to be shared with anyone other than those authorized to receive this information. In addition, no files or copies of records may leave the office/department without approval. Files and copies of records are not to be left unattended in public areas for others to view. A student employee may have access to individually identifiable confidential information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 (FERPA). It is prohibited in any way to divulge, copy, release, sell, loan, review, transmit, alter or destroy that information, including but not limited to personal, academic and financial information about another student or employee. Violations could subject the student employee to criminal and civil penalties imposed by law. It is further understood that such willful or unauthorized disclosure also violates the College's policy and could constitute just cause for disciplinary action including termination of employment, regardless of whether criminal or civil penalties are imposed.

A student employee must avoid acquiring student and/or employee records information that is not needed to complete an assigned job, nor should information be exchanged regarding what students learned about while performing assigned tasks, even a minor disclosure of information (e.g. telling another student of someone's class schedule) may be a violation, and result in penalties including termination. Individual departments may have stricter policies regarding confidential records. Each employee holds a position of trust relative to maintaining the security and confidentiality of these records and must recognize the responsibility entrusted to him/her. Because conduct on or off the job may threaten the security and confidentiality of these records in any form, each student employee is expected to adhere to the following:

1. No one may make or permit unauthorized use of any information in files maintained, stored or processed.
2. No one is permitted to seek personal benefit or allow others to benefit personally by knowledge of any confidential information which has come to him/her by virtue of work assignment.
3. No one is to exhibit or divulge the contents of any record or report to any person except in the conduct of his/her work assignment and in accordance with FSCJ policies.
4. No one may knowingly include or cause to be included in any record or report a false, inaccurate or misleading entry.
5. No official record or report, or copy thereof, may be removed from the office where it is maintained except in the performance of a person's duties.
6. No one is to abet or act in a conspiracy with another to violate part of this code.
7. Any knowledge of a violation of this code must be immediately reported to a supervisor.

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The computer password that is provided is not to be used outside of the office/department and is not to be shared with anyone other than those authorized. Student employees are prohibited from accessing any computer system with another user's credentials, even if directly provided with another user's userid and/or password. The student employee must ensure that terminals are properly signed off when not in use.

Violation of these policies will lead to a reprimand, suspension or termination consistent with the personnel policies of the College. Additionally, judicial sanctions may be considered according to the student judicial policies of the College.

I have read and understand, and will comply with Florida State College at Jacksonville's Code of Responsibility and Confidentiality Agreement.

Student Signature

Student Print Name

Date

Supervisor Signature

Supervisor Print Name

Date