

Student Worker Confidentiality Contract

The student worker at Truckee Meadows Community College supports administrative functions. The person in this position will have occasion to access individual student information from various sources, including the Student Information System (SIS). With respect to this student information and to any other proprietary Truckee Meadows Community College information, the student has read, understands and agrees to the following:

- 1 The student worker acknowledges the confidentiality of student information and Truckee Meadows Community College proprietary information. Student information will not be distributed or discussed with anyone other than the worker's supervisor or employees of the College as designated by the student worker's supervisor. The student has read the reference to confidentiality and the Buckley Amendment (FERPA).
- 2 The student worker will not attempt to alter, change, add or delete student record information or College documents, unless specific instruction to do so is provided to the student worker by the worker's supervisor.
- 3 The student worker 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 worker's supervisor and are considered to be the property of Truckee Meadows Community College.

The student worker 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 Rules and Disciplinary Procedures for Member of the University Community as stated in Appendix L of the Truckee Meadows Community College catalog.

Student's Name (printed)

Office

Student's Signature

Date