



STUDENT CONFIDENTIALITY AGREEMENT AND ETHICS COMPLIANCE

As a student employed in _____, I understand that I will have access to confidential information/conversations. As a condition of my employment, I fully understand and agree to treat any and all information that I directly or indirectly obtain confidentially.

I acknowledge and agree that I shall not remove or disclose documents, equipment and/or information that I access, become aware of or obtain during the course of my employment.

During the course of employment, I may have access to personally identifiable employee and student information contained in educational records maintained by the University. My access to information is subject to the Family and Educational Rights and Privacy Act of 1974 ("FERPA") and to the University's policies regarding FERPA. The University certifies that it has a legitimate educational interest in providing such access to me, but only to the extent necessary to fulfill my job responsibilities and as deemed necessary by the University.

I acknowledge and agree that I shall not disclose employment or educational records and/or student information contained in records of the University, nor am I authorized to photocopy, remove or access any information except as expressly authorized by the University.

I understand Savannah State University is committed to the highest ethical and professional standards of conduct in pursuit of its mission to create a more educated Georgia. Accomplishing this mission demands integrity, good judgment and dedication to public service from all members of the USG community.

Further, I understand Savannah State University affirms each person's accountability for individual actions, and recognizes that the shared mission and the shared enterprise of the institution require a shared set of core values and ethical conduct to which each individual must be held accountable. Furthermore, I acknowledge that an organizational culture grounded in trust is essential in support of core values and ethical conduct to include, but not limited to, integrity, excellence, accountability and respect.

By signing my name to this document, I accept these terms and conditions as part of my employment and fully understand that my failure to adhere to this agreement will result in the immediate termination of my employment with the University.

Student's Name (Print): _____

Student's Signature: _____

Date

Witness by: Supervisor's Signature

Date