

Student Slate User Confidentiality Agreement

The Graduate School of Arts and Sciences and Brandeis University, as a whole, require their faculty, staff, and student workers to uphold a strict level of confidentiality with respect to information they may handle about current and potential students. As a student with Slate access, you will view current and potential students' private information and you are mandated to hold said information private.

Please read and sign the following testament of your commitment to maintaining the privacy of the individuals whose information you access on Slate:

I understand that as a student user of Slate, I share in the responsibility of safeguarding confidential information stored on Brandeis systems. This information may include, but is not limited to: academic records, personal information, and financial information. I will ensure that personal information, such as Social Security Numbers, will not be left unattended and accessible to anyone and that any such information printed from Slate will be properly stored in locked cabinets or drawers and will be disposed of by shredding.

I will inform my supervisor and the Graduate School of Arts and Sciences promptly of any inadvertent or intentional breach of confidentiality on my part or that of a colleague.

I further understand that I may use the information on Slate only in conjunction with the duties and responsibilities of my Student Slate User position for which I was given Slate access. Any other use of such information may be grounds for disciplinary action including termination and referral to the Student Judicial System.

Please print your name: _____

Department for which you are accessing Slate: _____

Signature: _____ Date: _____

Department Staff Member Authorizing Signature: _____