

CONFIDENTIALITY AGREEMENT

I, _____, understand that by accepting employment with Columbus State University I may have access to student records, personnel and/or personal information regarding students, faculty, staff and the general public. I understand that I am responsible for maintaining the security and confidentiality of that information as required by federal law and University policy. The Family Educational Rights and Privacy Act of 1974 (FERPA) regarding student information is outlined below:

The Family Educational Rights and Privacy Act of 1974 (FERPA) also known as the Buckley Amendment, and University policy restricts the release of student information. Student information accessed through IMS screens or printouts is available only to University faculty, staff and students when required in the performance of their duties. Users must have a legitimate educational interest. Federal law prohibits the release to any other individual without written consent of the student.

My signature denotes that I have read the above information regarding the Family Educational Rights and Privacy Act given to me, and that I agree to consider student information that I become aware of as an employee of this department, as well as other protected information as strictly confidential. I further understand that the unauthorized release of such information, as well as other protected information may result in disciplinary action up to and including dismissal on the first offense.

If I am in doubt about a request for information, I understand that it is my responsibility to discuss the request with my supervisor prior to a decision to release the information.

Employee Signature

Date

Columbus State University Faculty/Staff Network Access & Confidentiality Agreement

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The Columbus State University computer network provides access to resources on and off campus and shall be used in a manner consistent with the instructional, research, and administrative objectives of the University. Each user has a duty to use these resources responsibly and has a duty to protect CSU's data and the systems that process and store it. Acceptable use of the CSU network reflects:

- Academic honesty
- Restraint in the use of shared resources
- Respect for intellectual property, ownership of data, and copyright laws
- Adhering to system security mechanisms
- Protection of individual rights to privacy and to freedom from intimidation and harassment.

All activities inconsistent with these objectives are considered to be inappropriate and may jeopardize continued use of computing facilities.

By signing below, I acknowledge that I understand my responsibilities in using the CSU network:

- I understand that I have a responsibility to protect student and employee data.
- I understand that I may access student data only when a legitimate educational interest arises and that accessing student data without authorization is a violation of acceptable use.
- I agree that I will not release student data to a third party without the written consent of the student. Disclosure to unauthorized parties violates the Family Educational Rights and Privacy Act (FERPA).
- I will respect the privacy of others and will not attempt to access another person's computer account, files, or other data by any means including but not limited to misrepresentation of one's identity or authority. I may however, share data with others using methods officially recognized by CSU established methods.
- I understand that in order to protect my personal information and CSU data, I must not reveal my username and password to another person.
- I understand that it is unlawful to use University computing resources to gain unauthorized access to other computer systems.
- I agree to protect university resources and will not attempt to circumvent or subvert information security measures meant to secure the CSU network. Examples include:
 - o creating or running programs meant to identify security loopholes
 - o attempting to decrypt intentionally secured data
 - o attempting to decode or otherwise obtain passwords or access control information
 - o attempting to gain unauthorized access to any system
 - o forging my identity or my computer's identity.
 - o I understand that exceptions may be made for instructional purposes with collaboration between the instructor and UITS.
- I understand that the network is a shared resource and will not intentionally saturate network resources to the exclusion of another's use. Examples include overloading the network with traffic such as large uploads or downloads or malicious (denial of service attack) activities.
- I agree to refrain from any activity that may be purposefully harmful to systems or data. Examples include propagating viruses, disrupting services, damaging files, or making

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unauthorized modifications to university data. I will not interfere with the normal operation of computers, peripherals, or networks.

- I understand that it is unlawful to violate copyright laws, except under Fair Use for Education guidelines. I understand that copyrighted material include digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Columbus State University or the end user does not have an active license.
- I agree to respect others and will not view offensive material in a public setting such as the library or computer lab. Offensive material generally includes sexually explicit images/text, racist materials and other hateful commentary, and anything else that causes reasonable offense or upset to others. I understand that if coursework requires the use of such materials, I will limit their viewing to the classroom or other private space.
- I agree to refrain from using University resources, such as electronic mail, news groups, or web pages for harassing or intimidating others.
- I understand that initiating or forwarding spam (mass unsolicited and unofficial e-mail) uses system resources and offends others and that I should simply delete any spam that I receive.
- I understand that I may not use the University's computing resources to make a personal profit outside of academics. Examples include selling access to IDs or data, or running a personal business using University resources.
- I agree to refrain from any other activity that does not comply with the general principles presented above.

Other Responsibilities of Columbus State University Computer Users:

- I understand that I am expected to take reasonable precautions to ensure the security of computers and the information contained therein. I will guard against unauthorized viewing of computer screens, unnecessary paper copies of data, unnecessary public discussions of personal information, and other potential sources of information or privacy compromise.
- I agree to use my H: drive (personal work file storage space), P: drive (departmental work storage/share space) and Google Drive (work storage/share space) responsibly. I understand that my H: drive, P: drive and Google Drive is to be used only for academic or work-related materials and that the file servers have a large, but finite, amount of space that is shared by all users.
- I understand and agree that I may use the (off campus Virtual Private Network) VPN connectivity only as it directly relates to my job functions and in support of the University's activities.
- I understand that passwords are the first line of defense against unauthorized access and tampering. I will take every precaution to safeguard my passwords in all systems. I will use strong passwords, change them regularly, and not write them down where others may see them.
- If I believe another individual has obtained my password, I should IMMEDIATELY: (1) Change the password; (2) Report the event to the UITS Help Desk (706-507-8199)

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I have read the Columbus State University Faculty/Staff Network Access Agreement and understand that I have a responsibility to use network resources wisely and to protect CSU's data and the systems. I understand that if I violate this agreement, my computer use may be temporarily suspended or terminated.

SIGNATURE _____

PRINTED NAME _____

DATE _____