



Confidentiality Agreement

Confidential is defined as “containing information whose unauthorized disclosure could be prejudicial”. Information marked “confidential” is not to be disclosed or mentioned.

Numerous laws require confidentiality regarding student information. Student records, conversations, observations of student progress, special services information, family information, and health records are just a few examples of information that is considered confidential under law.

Most of the information staff members receive during the course of a work day is confidential. Whether it's a memo, observations for a specific student, IEP progress data, information from a telephone call, email message, or a meeting note, it is important to remember that the information might be confidential. Confidential information is not to be disclosed without prior written consent to those not directly involved in providing, supporting, or maintaining the educational program and safety of the specific student.

FIRST

1) Am I personally or professionally involved in this situation?

If yes, then keep the information only between those involved.

If no, exit (remove yourself from the situation), ignore, and/or hold the information in strictest confidence (don't share it).

NEXT

2) Is there a chance that what I will share may be overheard by:

students? the student(s) involved? parents? other staff? (If so, try to move to an area where you cannot be overheard or, if not possible, share as little as possible in a non-identifiable manner.)

If yes, how will what is shared impact that individual?

If no, great! **But is it appropriate?** See # 1 above.

NEXT

3) Is what I am sharing professional and helpful to the situation?

If yes, great! That means that you may have taken the above precautions.

If no, don't say it. This could be damaging to a student, a parent or a staff member.

Information about students is shared on a “need to know” basis.

Paraprofessionals and other classified staff are not to share any information with other staff about a particular student without being directed to do so by the certified staff responsible for the student. Please don't let your guard down because of friendships and "usual" conversations. Past practice will not protect you in this situation and, in fact, may make it more difficult to extricate yourself from any legal concerns.

When communicating through email about students, do not use their name in the subject line. Initials are okay for internal communications only.