



Standard Acknowledgement of Confidentiality and Appropriate Use of Accounts for Student Assistants

Under the Family Educational Rights and Privacy Act (FERPA) and Administrative Procedure 011, CSULA employees, including student employees, with access to any and all campus networks, systems and data (e.g., campus networks, Student Administration, Financials, Human Resources, Contributor Relations, personnel files, student data and educational records, and department systems) are entrusted to maintain the security and confidentiality of institutional records and information. Authorized student employees (referred to as student assistants in this document) are expected to adhere to the following rules:

1. All employees must maintain the security of any and all confidential information in any form (electronic, written, viewable and verbal) that may be encountered in the performance of job duties and responsibilities.
2. Accounts granted to employees may be used only for work associated with the programs of CSULA and the California State University system.
3. To maintain account and password security, disclosure of any account information (user names and passwords) to anyone is prohibited.
4. Unauthorized use or access to institutional system records and information is prohibited.
5. Exhibiting or divulging the contents of any record or report to any person except in the execution of normal job duties and responsibilities is prohibited.
6. Using any institutional information for gender or ethnicity-based recruiting/selections, unauthorized fund raising, or other barred activities is prohibited.
7. Personally benefiting or allowing others to benefit from knowledge of any confidential or institutional information gained by virtue of work assignments is prohibited.
8. Directly or indirectly causing the inclusion of any false, inaccurate or misleading entries into any records or reports is prohibited.
9. No official record or report, whether paper, electronic or a copy thereof, may be removed from the office where it is maintained, except in the performance of assigned job duties and as approved by the supervisor.
10. All systems must be locked using Ctrl/Alt/Delete or completely exited before leaving a computer or server unattended.
11. Adequate security standards and precautions for access, use, retention and disposal of student, personal, and confidential data as outlined, described or defined by law, CSU Information Security Policy and Executive Orders, CSULA Administrative Procedure 707, and CSULA Standards and User Guidelines must be maintained.
12. Violation of security precautions to protect confidential information may be a crime, and may be subject to appropriate disciplinary action, legal action, and/or criminal prosecution.
13. Student assistants must be logged on to any system containing student data or confidential information by the department manager or supervisor using the student assistant's supervised account.
14. Student assistants are prohibited from having access to passwords or distributing passwords to others except in the performance of daily job responsibilities, e.g., ITS Help Desk students.
15. Student assistants may have access to department e-mail and voice mail accounts only at the direction of the department manager or supervisor. Supervisors are responsible for ensuring that no personal or confidential information is likely be sent to department e-mail and voice mail accounts.
16. No one is to aid or act in conspiracy with another to violate any item under this Acknowledgement of Confidentiality and Appropriate Use policy.

I have read and understand all the rules listed above, and I agree to abide by them. I will maintain the security and confidentiality of any institutional records and information entrusted to me as stated above. I understand that if there is reason to believe a violation of University information/computing security, state and federal laws and regulations, including FERPA, has occurred, that my account and account contents may become subject to monitoring and examination by authorized personnel.

I have successfully completed the FERPA tutorial and test. Yes No

Student's Name (please print): _____

Student's Signature: _____ **Date:** _____

CIN: _____ **Job Code:** _____

As this student assistant's supervisor, I certify that the student has read and understands the *Acknowledgement of Confidentiality and Appropriate Use of Accounts for Student Assistants* rules.

Supervisor's Name (please print): _____

Supervisor's Signature: _____ **Date:** _____