



**WISCONSIN RAPIDS PUBLIC SCHOOLS  
CONFIDENTIALITY AGREEMENT**

It is the policy of the Wisconsin Rapids Public Schools to provide our employees or students with a level of privacy and confidentiality with any information concerning any of our employees or students.

In the course of your work or volunteerism, you may have access to confidential information (oral, written or computer generated, not otherwise available to the public at large) about employees or students, their families and/or personal business. School business information includes computer programs, software and supporting documentation, technological improvement plans, strategic plans, financial information and employee information (including but not limited to co-workers and their families).

**THEREFORE, I AGREE** that:

My right to enter or make use of confidential information is restricted to my need to know the data or information to perform my job responsibilities or to volunteer for the task(s) assigned to me. I will keep my computer access password(s) confidential. If another method of accessing a computer system is used, I will restrict its use to myself. I will not discuss any confidential information in any public areas, hallways, gathering spaces, etc.

I will hold all confidential information of which I have knowledge in the truest confidence, as required by law. I agree to utilize confidential information obtained by me only for the benefit of the employee or student or in performance of my job/volunteering responsibilities.

Unauthorized disclosure, copying and/or misuse of confidential information is a serious breach of duty and will result in disciplinary action up to and including termination of employment or volunteerism opportunities with Wisconsin Rapids Public Schools.

**I HAVE READ THIS CONFIDENTIALITY AGREEMENT AND AGREE TO THE TERMS LISTED.**