



Office of the Dean

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CLAS Student Employee Statement of Understanding about Confidentiality

Use of Records, Telephones, and Computers

As a student employee of the College Liberal Arts and Sciences (CLAS), you will have access to restricted and confidential information. As a student employee, you may be assigned tasks related to student records. It is important that you understand you must preserve the confidentiality of this information and not reveal any information to unauthorized people.

- I have read the information about **FERPA (Federal Family Educational Rights and Privacy Act) on the University Registrar website**. I accept my responsibility to preserve the confidentiality of student record information.
- I will observe the policies in the CLAS office in which I am a student employee on personal uses of the telephone and computer. I accept my responsibility for use of the telephone and computer.

I understand that my failure to comply with and uphold the student record confidentiality policy or my failure to comply with policies in using departmental telephones and computers will result in termination of my student employment in CLAS and may affect my student employment in other University offices.

Name (Please Print)

Student Signature

Date

Supervisor Signature

Date

Please Note: A copy of this document will be placed in the student personnel file