

ADULT STUDENT INFORMATION SYSTEM PERSONNEL CONFIDENTIALITY STATEMENT

I understand that within the scope of my ASIS duties with the Los Angeles Unified School District, I will have access to confidential student and personnel records. I agree, therefore:

- 1) that I will ensure that no action of mine jeopardizes the security of these records,
- 2) that I will not discuss with non-authorized personnel any information regarding these records,
- 3) that I will not allow any of these records to be viewed by non-authorized personnel,
- 4) that I will not remove current or obsolete materials from the premises.

It is further understood that computers and printers at school/office locations are for LAUSD business only and that use of this equipment for any other purpose is not allowed.

Name and Title (print)

Employee Number

Signature

Date

Work Location/School

Location Code

05/10/11 (Office Copy)

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