



## East Tennessee State University Learning Management System

### *Administrator's Confidentiality/Non-Disclosure Agreement*

East Tennessee State University employees have access and/or exposure to confidential information about students and employees through the administration of the learning management system. Information includes, but is not limited to, faculty and student personal information, course materials, faculty to student communication, and student to student communication. A portion or all of this information may be observed by university employees during the performance of job duties and is to be used appropriately and only with proper authorization when there is an official need. Information may **only** be accessed during official performance of job duties. No information or conversation may be shared with any person except in the explicit performance of job duties.

East Tennessee State University, the Office of Distance Education, the Office of Information Technology, and Academic Technology Support, are committed to protecting the privacy and confidentiality of information in compliance with the Family Educational Rights and Privacy Act of 1974, as amended, and the Financial Services Modernization Act of 1999 (Gramm-Leach-Bliley Act).

#### **Agreement:**

I understand that as an employee of East Tennessee State University that I will not inappropriately communicate or reproduce any or all confidential information, materials, or communication that may become known to me during my employment except when required as a part of my job duties. I agree to maintain the confidentiality of information obtained through my use of ETSU's learning management system. I am aware that failure to do so may result in reprimand, suspension, denial of employment and/or dismissal from employment, and/or further action, as appropriate.

This agreement requires that:

1. No one may make or permit unauthorized use of data maintained, stored or processed in the learning management system.
2. No one is permitted to seek personal benefit or allow other to benefit personally by knowledge of any confidential information which has come to them by virtue of this work assignment.
3. No one is to exhibit or divulge the contents of any record or report to any person except in the conduct of a work assignment and in accordance with university policies.
4. No one may knowingly include or cause to be included in any record or report a false, inaccurate or misleading entry.
5. No official record or report, or copy thereof, may be removed from the office where it is maintained except in the performance of a person's job duties.
6. No one is to abet or act in conspiracy with another to violate any part of this agreement.
7. Any knowledge of a violation of this code must be immediately reported to your immediate supervisor.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_