

## **FORSYTH COUNTY SCHOOLS SUBSTITUTE CONFIDENTIALITY AGREEMENT**

Confidentiality is one of the cornerstones of professionalism and ethics in education. Every substitute employee has a responsibility to preserve the confidentiality of students, teachers, legal guardians, and school staff with whom they interact during their work as a substitute teacher with Forsyth County Schools. Information obtained through the role of a substitute employee may only be used for carrying out employment responsibilities and may not be used, shared, or accessed without proper authorization. No information about any student, teacher, staff member, administrator, or legal guardian obtained through work in the school as a substitute employee will be communicated to any other person or agency as mandated by law. All substitutes understand and acknowledge that they should maintain student and school confidentiality beyond their period of employment.

Through submission of the *Multi-Policy Agreement Form*, all substitutes acknowledge and understand that they are required to maintain the strictest confidence with any information gained through interactions with students and staff. They further understand that through work as a substitute employee, they may become aware of new information related to school operations and/or information about specific students (which may include such information as their academic performance, behavior, health, disabilities and related matters). Substitute employees acknowledge and understand that they must keep this information confidential and not disclose or discuss it, except with school employees who have a need to know.