

The Sharon Public Schools

Confidentiality Agreement

The Sharon Public Schools complies with all applicable laws and regulations pertaining to the privacy of students within our schools and makes every reasonable effort to ensure that student information remains confidential.

You have (a) requested to volunteer in the Sharon Public Schools or (b) are or will be temporarily employed in the Sharon Schools. This provides you with access to observe children in his/her current educational program. During such an observation, you may be exposed to private and confidential information pertaining to the children within the classes/program with which you find yourself involved. Your ability to be temporarily employed or to volunteer in our classrooms is contingent upon your agreement not to disclose any confidential, private, or personally identifying information pertaining to students to which you may be exposed during the course of your volunteer work or temporary employment. By signing this form, you agree that you will not disclose to any third party, any confidential or private information regarding any that you observe. You are further acknowledging and agreeing to the following conditions:

1. You will not interrupt or otherwise interfere with the instructional services taking place in any school classroom while you are present in the school building. School administrators reserve the right to terminate any volunteerism that disrupts the educational environment of the classroom, program, or school.
2. You will not request, or be provided with access to, the records of any student other than those that specifically relate to your temporary work.

Please complete the information below. Your signature documents that you agree to comply with the above guidelines and that all information obtained through your classroom interactions, access to records, and other activities while in the school building will be held in strict confidence and will not be disclosed to any third party. Your signature also indicates that you have received, read and understand this policy on confidentiality.

Printed Name of Volunteer or Temporary Employee

Address of Observer

Signature of Observer