

**Austin ISD Volunteer
Confidentiality Agreement
2018-2019**



As a volunteer of Austin ISD, you may hear statements and comments from teachers, parents, staff and students and view educational records about students while you are volunteering at the schools. This information is confidential and IS NOT to be discussed outside of the School District with anyone, including your spouse or any other family member. This agreement does not, however, prevent you from reporting a crime that you may witness and are required to report under state or federal law.

State and Federal laws place considerable responsibility on anyone who works with students not to divulge any kind of information about students. As a volunteer, you are able to see records and hear information about students. You cannot, and you must not discuss any of this information with anyone other than those professionally associated with your duties with the student and only on a “need to know basis”.

By revealing confidential information about students, you betray the confidence that the students, parents, and the District place in you and quite possibly violate federal law, specifically the federal Family Educational Rights and Privacy Act of 1974 (FERPA). Any unauthorized disclosure of confidential student information violates FERPA and implementing federal regulations found in 34 Code of Federal Regulations, Part 99. FERPA is specifically incorporated into the Texas Open Records Act as an exception to records that are subject to disclosures to the public (Government Code, Section 552.026).

In addition, I understand that any data sets or output reports that I may generate or have in my possession and containing confidential data are to be protected. I will not distribute to any unauthorized person any data sets or reports that I have access to. I also understand that release of confidential information is prohibited by the Texas Government Code, Section 552.352, and that such an offense constitutes a Class A misdemeanor.

Finally, I also understand and agree that violation of any of the provisions contained herein constitutes grounds for my dismissal as a volunteer in the school(s) in which I may be serving.

Printed Name

Signature

Date