

Appendix

Access and Confidentiality Statement

Access Issues

I understand that my access to university computing systems for the purpose of this assignment carries with it significant responsibilities. This access will be used only to the level required to accomplish the assignment. By my signature below, I acknowledge that I have been advised of and understand the following terms and conditions of my access to university computing systems.

- I will maintain my personal electronic IDs (eIDs) and system passwords in confidence. I will not disclose them to any other person, or authorize or allow others to use them.
- I will not use my enhanced access rights to “hack” into portions of the EMU computer systems not authorized by my assignment.
- I will not make unauthorized changes to EMU’s computer systems. Any changes I make will be only with the express written permission of the technical consultant of the assignment, or under their direct personal supervision.

(Refer to the policy “Security Standards for EMU Network Users”.)

Confidentiality Issues Regarding University Records and Data

I understand that my access to university records is limited to my need to know for the purpose of performing my duties. By my signature below, I acknowledge that I have been advised of and understand the following terms and conditions of my access to university records and data.

- I will maintain my personal electronic ID (eID) and password in confidence. I will not disclose them to any other person or authorize others to use them.
- I will not release confidential information from university records, in any form, to any other party except in accordance with university policy. I understand and agree that my obligation to maintain confidentiality will continue even after I leave the university.
- When discussing confidential university information with others for authorized purposes, I will exercise care to keep the conversation private and not to be overheard by others not authorized to have such access. I understand that any violation of this agreement may result in immediate termination of my access to confidential information and may result in disciplinary action, including dismissal from employment.

Consequences of Statement violations

I understand that because violation of this Statement is a violation of the terms and conditions of my work assignment, I may be disciplined by the university as defined in the student handbook and EMU’s Community Lifestyle Commitment. Such discipline, depending on the severity of the violation, may result in discipline, up to and including dismissal. Such violation may also result in criminal prosecution. I may also be held personally liable by the University, and by others, for claims which may arise from such violations.

Benefit derived from these assignments

The university affirms the value to both the students and the university in offering these work relationships. The contributions made by students to EMU’s technology efforts are significant, and EMU is thankful that students are interested in pursuing these opportunities. Likewise, the value students receive by carrying out these assignments faithfully and honestly contributes to their professional development and enhances their personal résumés. For the above reasons, we strongly encourage students to take advantage of these opportunities.

Signatures:

Student Technician Signature: Sponsor Signature: Technical Consultant Signature

Date:

Date:

Date:

Please attach a copy of the Contract to this Statement and return the originals to:

Director, Information Systems
Information Systems Office
Campus Center