PRINT SHOP

CONFIDENTIALITY POLICY

As an employee of the Print Shop of Roanoke College, you may be privy to certain information of a confidential nature on all employees and students. You will also have access to network areas and passwords that must remain secure. This information must remain within the Print Shop, not used in any way other than for work related purposes and not discussed with anyone outside of the Print Shop. Failure to comply with this regulation could result in disciplinary action taken that may include dismissal from the position of Student Employee and possible referral to the Student Conduct Board as a Student Conduct Code violation (under violations 1,3,8,12 and 27).

I have read this confidentiality statement and will adhere to its rules. I grant permission to Information Technology / Print Shop to receive all information regarding Academic Integrity, Student Conduct and mid-term and final GPA from my record.

NAME (print)  _________________________________________

NAME (signed)  ________________________________________

DATE  _______________________________________________