​

**Tutorial & Instructional Programs**

**A Unit of Academic and Career Success**

**Confidential Agreement Contract Form**

As an employee of Tutorial & Instructional Programs (TIP) there is a need to be aware that much of the information received in this office is confidential and CANNOT be shared outside this office. There are established policies and procedures for the accumulation and custody confidential information at Gallaudet University. All student records and other information received and stored at TIP should never be improperly used or released to an unauthorized person. If you have a question regarding whether or not to release information to an individual, please inquire with your TIP supervisor.

**Rules of Behavior and Conduct:** TIP strives to provide an atmosphere that is conductive to the appropriate use of tutorial services and resources. Use of the laboratory is intended to be for coaching, tutoring, reading, studying and writing. All users and students, therefore, have the right to a safe and comfortable environment.

|  |  |
| --- | --- |
| **Examples of:****Breach of Confidential Information** | **Examples of:****Disruptive Behavior** |
| Complaints from Faculty | Assault |
| Complaints from Staff | Battery |
| Complaints from Students | Bullying |
| Disabilities | Creating a noisy disturbances |
| E-Mail/Snail Mail | Profanity of Language |
| Personal Information | Sexual Harassment |
| Starfish Appointments | Sexual Misconduct |
| Student Attendance | Threatening Behavior |
| Student Transcripts | Any forms of abuse(s) |
| Tutorial/Advising Sessions |  |
| Any related issues |  |

I understand that I may have access to confidential information and that it is my responsibility to maintain the integrity of this information and to keep it private. I further understand that disclosure of confidential information and/or disruptive behavior will result in termination of employment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name (Student)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Student/Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Supervisor/Date