

CONFIDENTIALITY

During the course of employment, employees may work with information which is confidential and proprietary, which may include, but is not limited to: students, including information pertaining to and belonging to students; current and prospective student lists; student files; computer systems; software; photographs; digital images; blueprints; future plans; fee information; ideas; concepts; know-how; means; methods; techniques; structure; marketing plans; research and development; improvements; proposals; estimates; drawings; processes; personnel information, including the identity of other employees of USD 231 and the affiliates; financial statements and financial forecasts; pricing and financial data; purchasing information; statistics; safety information and handbooks; operational information; intellectual property; internal business procedures; business plans; information concerning planned or pending acquisitions or divestitures; and information concerning purchase of major equipment or property.

Maintaining confidentiality is a vital part of our service to students and families, supports our ability to provide employment stability to staff members, helps the organization maintain a competitive advantage and ultimately, is a legal standard. Employees must protect this information by safeguarding it when in use, filing it properly when not in use, and discussing it only with those who have a legitimate business need to know. The duty to maintain confidentiality extends after your separation from USD 231.

You are acknowledging and indicating you have read, understand and agree to comply with the provisions for maintaining the confidentiality of USD 231 information. Any employee who discloses confidential or proprietary information to anyone outside USD 231 will be subject to disciplinary action, up to and including termination.

Should employment at USD 231 terminate for any reason, employees shall promptly surrender, without retaining copies, all tangible things that are or contain confidential information, including all computer hardware and software (including data and computer files), computer printouts, computer disks, work papers, files, student lists, supplier lists, telephone and/or address books, rolodex cards, internal memoranda, appointment books, calendars, letters, records, documents, blueprints, books, forms, plans, handbooks, slides, transparencies, recordings, booklets, photographs (or similar reproductions), digital images, training and seminar materials, files, photo negatives. Failure to meet these obligations may result in legal action.