

COLLEAGUE ACCOUNT POLICY – STUDENT EMPLOYEES

Colleague is an Enterprise Resource System containing the following confidential information:

- Student information
- Employee information
- Course information
- College financial information

COLLEAGUE ACCOUNT ACCESS

Colleague can be used as a tool to enable Student Employees to assist supervisors with various projects. Student Employees will be granted access based on the following criteria:

- Scheduled as a departmental Student Employee
- Has shown professionalism and leadership ability while working for the College

Final determination made by Supervisor.

SYSTEM ABUSE

Examples of system abuse but are not limited to:

- Revealing student or employee information that is against FERPA policy
- Accessing student or employee information beyond the scope of technical troubleshooting
- Violation of Responsible use policy
- Allowing others to access Colleague by using your account information

EMPLOYEE CONFIDENTIALITY AGREEMENT

I have received and read the FERPA policy and practices document and will comply with College policy and practices on access to student, employee, and course information.

I understand that it is my responsibility to safeguard the confidentiality of these security mnemonics and the information that I am allowed to access as a result of these mnemonics. These mnemonics are for my exclusive use in carrying out departmental responsibilities at Jackson Community College and are not to be shared with any other person or organization. Information derived from this access will not be shared with others except in the course of authorized college business.

I acknowledge that I fully understand the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties as imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates Jackson Community College policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

My obligations under this agreement will protect confidential information after termination of my employment.

I hereby acknowledge and understand all of the presented information in this document. Violating these terms will result in losing my privileges and may result in further employment action taken by my supervisor.

Signature: _____

Date: _____

Name: _____
Print Name