

## UPPER BUCKS COUNTY TECHNICAL SCHOOL

### INFORMATION TECHNOLOGY CONFIDENTIALITY AGREEMENT

Upper Bucks County Technical School (“Employer”) requires that all Information Technology employees (“Employee”), who have intimate knowledge of the school’s Information Technology Systems, are required to complete this agreement. The purpose of the agreement is to ensure a consistent understanding by Employee and Employer concerning security of the school’s computer network.

1. Employee will not take any school assets off school property (including software, computer hardware, documentation or media) without following proper procedures.
2. Employee understands that they are not to disclose any employer trade secrets, passwords, computer accounts, network topology, or any other valuable school technical information to anyone outside of the school administration and the IT management, except in the completion of the Employee’s assigned tasks.
3. Employee understands that they are not to contact individuals outside the school to discuss school private information, or to discuss the business of the school except in the completion of the employee’s assigned tasks.
4. Employee agrees that for security purposes, they will not gain access to Employer’s computer network, facilities or associated school networks in any capacity (directly, remotely, and indirectly) without prior management approval, except in the completion of the Employee’s assigned tasks. Any private access programs or entry points established by the Employee to gain access to the school network are strictly prohibited.
5. All passwords, network, and system access privileges used by Employee during their employ by the school are to be used for official school business alone, unless specific written authorization is given to the Employee.
6. Employee agrees that failure to comply with any of the above terms of this agreement will result in disciplinary action up to or including possible termination of employment and prosecution.

Employee understands and agrees to the above terms.

EMPLOYEE  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_