

I understand that by virtue of my employment with Florida International University I am responsible for complying with the following regulations:

Family Educational Rights and Privacy Act (FERPA):

As a University employee, you are likely to have access to students' records. The federal law known as the **Family Educational Rights and Privacy Act (FERPA) and Section 1002.22 of the Florida Statutes**, prohibit the University from disclosing students' "educational records" without the student's consent or a properly served and issued subpoena. Generally any information which pertains to a student's attendance at FIU is an educational record including, but not limited to, grades, transcripts, medical information, scholarship and financial reports, personal home and family information and the like. Further, such information may not be disclosed to the student's parent unless the student is dependent of the parents as defined by federal law. Because violation of these laws may result in liability to the University (or to yourself if you willfully violate the law) you are hereby placed on notice to seek advice before releasing any information about any FIU student to anyone other than the student. You should refer inquiries about student records to the Registrar's Office or the Office of the General Counsel.

University's Code of Computer Practice:

Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation of this Code, regardless of system location or time duration. Accordingly, the willful introduction of computer "viruses," "worms," "denial of service" (DOS) routines, or other disruptive/destructive programs into the University computing environment, via external networks to which the University is connected, is expressly prohibited. The use of any University computing or telecommunications device to gain unauthorized access to a non-University computing system is also prohibited, whatever the intent of such access may be. Further, individuals are prohibited from using their University computer accounts in association with any unauthorized commercial or private purpose or enterprise. This includes, but is not limited to, advertising a product or service on personal Web pages, fund-raising or advertising on behalf of unsanctioned non-University organizations, publicizing of unsanctioned non-University activities, the reselling of University resources except as expressly authorized by the University, and the unauthorized use of the University's name or logos.

In addition, as an employee of the University, you will be held responsible for the use of information acquired during the course of your duties. Use of confidential information for any personal gain, or offer such information to any individuals or publications to the detriment of Florida International University during or subsequent to your employment is forbidden. You are hereby advised that such willful or unauthorized activities will constitute just cause for disciplinary action including termination of your employment regardless of whether criminal or civil penalties are imposed.

More information regarding these policies and the University Code of Computing Practice may be found at:

<http://uts.fiu.edu/index.cfm?action=code>

Academic Affairs Computing and Network Practices:

<http://www.fiu.edu/provost/polman/sec11web.htm>

I have read these policies and agree to abide by its terms and conditions.

Employee Signature

Date

Print Name