

# **MOUNT CARMEL AREA SCHOOL DISTRICT**

## **CONFIDENTIALITY AGREEMENT**

Any person employed by the Mount Carmel Area School District and/or providing services from an outside agency, shall maintain confidentiality with regard to the personal and private information about students and co-workers, programs and services, and any other proprietary information accrued as a result of Mount Carmel Area School District employment/placement, or as required by State or Federal Laws and Regulations.

In addition, all property, including intellectual property, materials, equipment, or actual products and services developed or accrued as part of the job duties and responsibilities, as designed by the District, is the property of the Mount Carmel Area School District. It may not be used for personal profit or gain and will be relinquished to the Mount Carmel Area School District upon termination of employment/placement from the Mount Carmel Area School District.

Any person who does not adhere to the components of this agreement will be subject to disciplinary action up to and including dismissal. If employed by an outside agency, the individual will be asked to leave immediately.

I, \_\_\_\_\_ hereby have read the above and will comply with the components of this agreement.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_