



Student Worker— Statement of FERPA Understanding

Please type or fill out in black or blue ink only.

Printed Last Name of Student

Printed First Name of Student

Student B #

Department Student is employed by

Supervisor Name

The *Family Educational Rights and Privacy Act of 1974 (FERPA)* is a federal law that protects the privacy of a student’s educational records. It applies to all educational agencies or institutions that receive funds under applicable programs administered by the U.S. Department of Education. An education record is any record that contains information which is directly related to the student including personally identifiable information such as student name, student ID number, or personal characteristics, grades, GPA, class schedules, class roster, a computer screen, a computer printout, notes taken during an advising session, or a document in a University Office.

Education records can exist in any medium including: typed, computer generated (monitor screen), video, microfilm, microfiche, email, notepad, and others. Student education records are considered **confidential** and may not be released without written consent of the student, except by provisions outlined in FERPA. All employees, including student workers, have the responsibility to protect education records in their possession. Student information may be accessed only for legitimate educational use. FERPA rights begin the first day of the first term in which the student registers. FERPA rights transfer from the parent to the student when a student reaches the age of 18 or begins attending a postsecondary institution, regardless of age.

The same principles of confidentiality that apply to paper records also apply to electronic data. It is very important that students **protect the confidentiality of their B number, as well as their usernames and passwords.**

Berea faculty and staff, including student workers, are expected to adhere to the following:

- Only access information to which they have been given authorized access.
- Must not use another person’s system/user ID/password/data without permission.
- May not make or permit unauthorized use of information contained within any Berea system.

- Are not permitted to seek personal benefit, or allow others to benefit personally from information to which they have access by virtue of their position.
- May not knowingly include or cause to be included in any records a false or misleading entry.
- May not knowingly change or delete or cause to be changed or deleted an entry in any record, unless in accordance with Berea policies and procedures.
- May not remove any official records or copy thereof from the office where it is maintained, copied, or printed via electronic means except in the performance of a person's duties, and in accordance with established policies and procedures.

I understand that by virtue of my labor position with Berea College, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by FERPA. I acknowledge that the intentional disclosure by me of this information to any unauthorized person violates Berea College's Student Conduct Regulations and could constitute just cause for disciplinary action including termination of employment in the department, fine, probation and/or suspension. I further acknowledge that such willful or unauthorized disclosure could subject me to criminal and civil penalties as imposed by Federal and State law.

Student worker signature _____ Date _____

Supervisor signature _____ Date _____

This form is to be maintained in student's employment file by supervisor prior to allowing access to protected records.

If questions, please contact the Office of the Registrar at 859-985-3767.