



**DEPARTMENT OF COMMUNICATION
Code of Confidentiality**

As a teaching assistant, you are placed in a unique position of trust since we maintain confidential files with personal and academic information about our students. You may also be in a unique position to learn confidential information about classroom management, individual student learning, evaluation, and concerns. The term “student” is to be construed to as any person enrolled at Portland State University and the term “staff” refers to teaching assistants and anyone employed by PSU and/or the Department of Communication.

A teaching assistant must make sure that conduct or conversation either on or off the job does not threaten the confidentiality of information about any students or other staff member. You must comply with the following statements:

1. I will not make unauthorized use or allow unauthorized use of any information in files maintained, stored, or processed by the department.
2. I will not seek personal benefit or allow others to benefit personally by knowledge of any confidential information which has come to me by virtue of my work assignment or association with the department.
3. I will not knowingly include or cause to be included a false, inaccurate, or misleading entry in any record, report or file. I will not knowingly delete or change any information to correct or update previously reported information.
4. I will not remove any records, reports, files, or copies thereof from the office where it is maintained except as required in the performance of my work duties.
5. I will not discuss confidential information about any student, prospective student, or about office/staff procedures, including discussions while on the job which would result in unauthorized persons obtaining such confidential information.
6. I will not aid, abet, or act in conspiracy with another person to violate any part of this Code.
7. I will report immediately to my supervisor any information I may receive about a violation of this Code.

Violation of this Code may lead to reprimand, suspension or dismissal consistent with general student personnel policies. Violation can also lead to action under the University Student Conduct Code and/or State of Oregon statutes pertaining to theft, alteration of public records, and/or other applicable sections. Please sign below if you agree to the contract:

I have received a copy of this Code of Confidentiality. I have read the Code of Confidentiality, I understand it, and I will comply with all parts of this Code.

Name (Print) _____

Date _____

Signature _____

Faculty member _____

Course Title _____

Term & Year _____

