

Internship Confidentiality Agreement**

Interns must maintain confidentiality.

confidential: adj. treated with confidence; private; secret.

For example: if you are interacting with a student you cannot tell that student you know his/her phone number, that he/she is on academic probation or failing a class; this information is confidential—a secret—private, and cannot be shared at any time for any reason.

I, _____, have been instructed about the necessity of confidentiality in the workplace. I am aware that I will be exposed to information, much of which will be both personal and private, while working at my internship site. I understand that I will not share any of this information with anyone. I understand that discussing, sharing, or revealing such confidential information may result in my being withdrawn from the Internship program and that a “WF” may be placed on my permanent record. I also understand that I may be denied the opportunity to participate in any other Internship program while in East Allen County Schools.

Intern Signature: _____

Adult Witness: _____

Date: _____

***This agreement must be completed and returned to the School Site Coordinator by the first day of the Internship.*

School Site Coordinator Copy

Intern Site Mentor Copy

Intern Copy