

# Confidentiality

1. Disclosure of confidential information about students or staff is a serious concern. All information learned through your professional role at school is strictly confidential. Information should be shared only through designated channels of communication, and never in a non-workplace environment (i.e., social situations, local establishments).
2. Staff members should avoid discussing students in hallways, staff lunchrooms, and other common areas within the school. This helps eliminate staff knowing information about students they do not work with directly and should not have knowledge of.
3. The confidentiality requirement is an inherent part of the job for all of us who work in schools, both pursuant to School Committee Policy and Massachusetts and federal statutes. As employees of the district, we are required to comply with all School Committee Policies and applicable state and federal statutes. A breach of such constitutes conduct unbecoming a public school employee.