

# IWU School of Educational Studies

## Confidentiality Agreement

Name: \_\_\_\_\_

Course(s): \_\_\_\_\_

Professor(s): \_\_\_\_\_

Field Placement Site(s): \_\_\_\_\_

**By signing my name below I understand that:**

*Please mark next to each point signifying that you have read and understood the information.*

- Students and their families are protected by legal and ethical practices of confidentiality. Thus, I am bound to keep confidential any and all personal and academic information that I learn about individuals during my field placement.
- Keeping information confidential means that I will not speak to anyone outside of those involved in this field placement about any information that I learn about individuals during my field placement. This means that I must not speak to my roommates, friends or family members (or anyone) about what I learn during my field placement.
- Maintaining confidentiality means that I may not use Artificial Intelligence tools with any text that includes student information (e.g. case studies, anonymous or not). Artificial Intelligence refers to tools such as ChatGPT or other Large Language Models. I understand that entering confidential student information in an AI tool is a significant breach of confidentiality and endangers my standing in the program.
- I must discuss my field placement experiences with a professor, cooperating teacher, and school counselors, or administrators as required to earn credit for this course.

- I understand that some students may ask that I keep certain information private, between the two of us. I understand that I must never promise to keep secrets. If a student asks: "If I tell you something will you promise not to tell anyone?" my response should always be clear that I cannot make that promise.
- There are two conditions when confidentiality must be broken. First, I must report any suspicion or knowledge that I have that a minor is being neglected (e.g., lack of medical care, warm clothing, food) or abused (physically, emotionally, sexual). Second, I must report any suspicion or knowledge that I have about a minor who appears to be in danger of hurting him or herself or others (e.g., suicide, fighting, etc.). I have been told the proper protocols to use to follow through with these reports.
- I understand that if anything whatsoever happens that makes me uncomfortable then I must fill out an incident report and discuss this with my professor.
- I understand that I must not give out my phone number to students and I understand that I must not make arrangements to spend time with students outside of class.
- I understand that I must never take a student outside the school building and never make individual arrangements to see a student outside of school hours.

**Sign and submit to your IWU School of Educational Studies professor.**

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(Student Signature)

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(Date)