



Center for **Educational** Innovation  
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## Technology Confidentiality Agreement

CEI staff relies heavily on its electronic data processing and stand-alone systems to meet its operational, financial, educational and information requirements. It is essential that this system and all stand-alone computers/laptops be protected from misuse and be operated in a secure environment. In addition, all computers must be updated with the latest security patches, signatures and dat files. CEI may provide certain amount of its “Confidential Information” to its employees and consultants. For purposes of this Agreement, Confidential Information shall mean, confidential and/or proprietary information of CEI which is not available in the public domain, including but not limited to curriculum and academic materials, personnel records, financial information, and student data, including student names, addresses and academic records. CEI employees and consultants shall not disclose CEI Confidential Information to any third party. All CEI Confidential Information shall remain the property of CEI and may not be reproduced without the consent of CEI. All electronic data files must be returned upon termination of employment or upon the request of CEI. When interacting with New York City Public Schools, adherence to Mayoral Directive No. 81-2 (<http://schools.nyc.gov/NR/rdonlyres/4D77DB72-8A76-4F60-AAD9-4F44514B49B3/0/ATSmayoraldiirective.pdf>) is mandatory. Failure to meet the requirements of the Technology Confidentiality Agreement may result in subsequent disciplinary action taken against the employee or consultant.

The undersigned below have read and agree to be bound by the Agreement, executed as of the date first written below.

### Employee/Consultant

By: \_\_\_\_\_

Date: \_\_\_\_\_

Print name: \_\_\_\_\_

### CEI

By: \_\_\_\_\_

Date: \_\_\_\_\_

Seymour Fliegel, President  
Chief Executive Officer, CEI  
(or designee)