



AGREEMENTS AND FORMS

STUDENT AGREEMENT FOR AUDIO-TAPING

Restrictions on audio-taping are based on:

1. Legal issues related to use of copyright materials which may be used in class
2. Ethical issues related to confidentiality or personal and client information which may be shared in class
3. Potential impact of audio-taping on the quality of teaching and class discussion

The privilege of audiovisual taping is extended to me by the faculty and other students in the classroom with the understanding that I will fulfill the following responsibilities:

1. Seek permission from the lecturer to tape the session at the beginning of the course.
2. Carry out all taping in a manner that does not disrupt lecture or class discussion.
3. Keep all tapes under my direct control and not allow access to individuals outside the school
4. Allow no additional copies to be made of tapes I make in this course.
5. Completely erase all tapes at the end of each course.
6. Stop taping at the following times:
 - a. during any audio or video presentation containing copyrighted material
 - b. during lectures or discussions directed by anyone other than the regular course faculty
 - c. at any time any student in class requests no taping during discussion of personal experiences
 - d. at any time the course faculty requests no taping

I understand and agree to the conditions and responsibilities stated here in the Student Handbook. I understand that the privilege of taping can be rescinded at any time if I fail to comply with any of the conditions and responsibilities of this agreement.



**LUTHERAN SCHOOL OF NURSING
St. Louis, Missouri**

CONFIDENTIALITY STATEMENT

I hereby acknowledge my responsibility under applicable federal law and the Agreement between ST. **ALEXIUS HOSPITAL CORPORATION #1** operating the **LUTHERAN SCHOOL OF NURSING** and any health care facility to which I may be assigned, to keep confidential any information regarding any patient and proprietary information of any health care facility. I agree, under penalty of law, not to reveal to any person or persons except authorized clinical staff and associated personnel any specific information regarding any patient and further agree not to reveal to any third party any confidential information of any health care facility, except as required by law or as authorized by health care facility.

By signing for the Lutheran School of Nursing Student Handbook, I agree to comply with any patient information privacy policies and procedures of the School and all health care facilities.



APPEAL FORM

An appeal must be submitted in writing no later than three business days after the decision being appealed. An appeal may not be submitted until after the student has completed the grievance process. Please complete form and submit to the correct person based on the step of the grievance appeal process as outlined in Chapter Eight of the current LSN Student Handbook.

| | | |
|----------------|--------------|------------|
| Name | | |
| Address | | |
| City | State | Zip |
| Phone | | |

Please check the basis for your appeal. You must attach a written statement supporting your basis for your appeal to be processed.

- Action taken is more severe than warranted based on original situation
- New information not available at the original decision
- Improper procedures, which altered the original decision
- Provable bias on the part of the decision maker

You may not submit an appeal solely because you do not like the decision during the previous step of the grievance appeal procedure.

I understand by submitting this appeal the current decision may be upheld without change, increased in severity, modified in some way, or completely rescinded.

Signature _____ **Date** _____





Lutheran School of Nursing (LSN) Computer Usage Policy

To ensure fair and proper use of LSN computing resources, users must follow the legal and cooperative rules listed below.

Legal Responsibilities:

Computing resources may only be used for legal purposes. Examples of illegal use include, but are not limited to, the following:

- **Attempting to alter or damage computer equipment, software configurations, or files belonging to St. Alexius Hospital, LSN, other users, or external networks**
- **Attempting unauthorized entry to the St. Alexius Hospital network or external networks**
- **Intentional propagation of computer viruses, trojans, etc.**
- **Violation of copyright or communications laws**
- **Violation of software license agreements**
- **Transmission of speech not protected by the First Amendment, such as libel and obscenity**

Cooperative Responsibilities:

Lutheran School of Nursing strives to balance the rights of users to access different information resources with the rights of users to work in a public environment free from harassing sounds and visuals. We ask all our library users to remain sensitive to the fact that they are working in a public environment shared by people of all ages, with a variety of information interests and needs. In order to ensure an efficient, productive computing environment, the Library insists on the practice of cooperative computing. This includes:

- **Respecting the privacy of other users**
- **Not using computer accounts, access codes, or network identification codes assigned to others**
- **Refraining from overuse of connect time, information storage space, printing facilities, processing capacities, or bandwidth capacities**
- **Refraining from the use of sounds and visuals which might disrupt the ability of other library patrons to use the library and its resources**

Wireless Access:

Lutheran School of Nursing established wireless access to the Internet for laptop users to enhance and expand access to this important tool beyond the range of the library. Laptop users with a wireless network connection can use the wireless access to browse the Internet. Wireless users are expected to adhere to the Library’s Internet Use Policy and violations of our policy will result in the loss of library computer and Wi-Fi privileges. Users are to be aware that wireless access is free but certain sites will be blocked from access. If a site that is blocked needs to be accessed by students, the requesting student and website URL must be submitted to St. Alexius Hospital Information Services for approval.

Student’s Printed Name

Student’s Signature & Date

Student Start Date

Student Graduation Date

