



BRIGHT MIND INTERNATIONAL ACADEMY

An English Medium School with Islamic Values

📍 590 Nayatola, Modhubagh, Mogbazar, Dhaka

☎ +88 01746-87759
+88 02226663183

Employee Non-Disclosure and Cyber Conduct Agreement

Date:

Employee Name:

Position:

Department:

Subject: Agreement for the Proper Handover and Non-Misuse of Virtual and Online Access

I, _____, an employee of Bright Mind International Academy, hereby acknowledge and agree to the following terms and conditions as part of my continued association with the Bright Mind International Academy:

1. Handover of Virtual and Online Access:

- I understand that all virtual and online access tools, accounts, and credentials provided to me during my tenure with Bright Mind International Academy are the property of the institution.
- Upon cessation of my employment, I agree to hand over all such access tools, accounts, and credentials to the designated authority within the institution.
- I shall not retain or use any such access for any personal or unauthorized purposes post my employment.

2. Prohibition of Propaganda Against the Institution:

- I agree not to engage in any form of propaganda, whether online, physical, or verbal, against Bright Mind International Academy during and after my employment.
- This includes but is not limited to spreading false information, creating or sharing misleading content, and influencing or diverting guardians or students against the interests of the institution.

3. Non-Misguidance of Guardians and Stakeholders:

- I commit not to misguide or divert the attention of guardians, students, or other stakeholders through false statements or misleading information that could harm the reputation or operations of Bright Mind International Academy.

4. Prohibition on the Use of False Identity:

- I understand that the use of a false identity in any communication or interaction within or outside the institution is strictly prohibited.



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- I shall not impersonate or use the identity of any other person in any online or offline medium that could lead to confusion, misrepresentation, or harm to Bright Mind International Academy.

5. Compliance with Cyber Offense Laws and Institutional Policies:

- I agree to abide by all relevant laws pertaining to cyber offenses, including but not limited to unauthorized access, data theft, and cyber harassment.
- I also commit to adhering to the internal policies of Bright Mind International Academy regarding the use of digital resources and communication channels.

6. Data Protection and Confidentiality:

- I agree to handle all sensitive and confidential information with the utmost care and to use such information only for authorized purposes.
- I will not share, distribute, or disclose any confidential information related to Bright Mind International Academy, its employees, students, or stakeholders without explicit authorization.
- I will adhere to data protection laws and the institution's privacy policies, ensuring the secure handling and storage of personal data.
- I understand that my obligation to protect and not misuse any confidential information continues even after my employment with Bright Mind International Academy has ended.

7. Responsible Use of Technology:

- I agree to use the institution's technology resources, including computers, networks, and communication systems, responsibly and only for professional purposes and refrain from using them for personal gain or illegal activities.
- I will not engage in unauthorized access, hacking, or any activities that compromise the security of the institution's systems.
- I further commit that I will not engage in any such activities after the termination of my employment with Bright Mind International Academy.

8. Social Media and Online Conduct:

- I agree to maintain a professional online presence and not to post or share content that could harm the reputation or interests of Bright Mind International Academy.
- I will not engage in cyberbullying, harassment, or any online activities that could bring disrepute to the institution or its members.
- I agree that these obligations regarding my online conduct and social media activities shall continue even after my employment with Bright Mind International Academy has concluded.



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Disciplinary Action:

I understand that any **violation** of the above terms may result in **disciplinary action**, including **termination of employment** and **potential legal consequences** as per the applicable laws.

Signature of Employee: _____

Date: _____

Signature of Witness (Institution Representative): _____

Date: _____