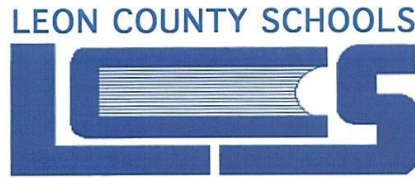


BOARD CHAIR  
Georgia "Joy" Bowen

BOARD VICE-CHAIR  
Maggie B. Lewis-Butler



BOARD MEMBERS  
Dee Crumpler  
Dee Dee Rasmussen  
Forrest Van Camp

SUPERINTENDENT  
Jackie Pons

## SECURITY USER-ID AGREEMENT

I hereby acknowledge acceptance of a security user-id code, which allows me access to personally identifiable student, financial, or personnel information as appropriate to my assigned area of responsibility. I understand that much of this information is confidential under federal law, state law and the Policies of the School Board of Leon County, Florida. **I UNDERSTAND THAT:**

- **I MUST ONLY ACCESS THAT INFORMATION IN WHICH I HAVE DIRECT AND LEGITIMATE EDUCATIONAL INTEREST, and**
- **I AM PERSONALLY RESPONSIBLE FOR TAKING REASONABLE STEPS TO SECURE CONFIDENTIAL DATA AND TO CONTROL DISTRIBUTION OF CONFIDENTIAL INFORMATION.**

I agree to follow all procedures designed to protect the confidentiality of personally identifiable student information, financial information and/or personnel information. I hereby acknowledge that I have read and agree to all procedures listed on School Board Directive: F-1 Security of Data (Policy 8.01).

I agree to be responsible for use of the district computer equipment. I agree to not leave computer equipment unattended while I am signed on to the District's Network. I agree to protect all data files and computer programs, by logging off the network, or locking my assigned equipment/office while unattended.

I agree to abide by all rules stated in the 'Security of Data' directive regarding disclosure of passwords. I understand that my failure to abide by these conditions shall subject me to formal disciplinary action.

**I UNDERSTAND AND AGREE TO THE CONDITIONS SET FORTH IN THIS DOCUMENT.**

\_\_\_\_\_  
Full Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Code Effective Date

**This form must be signed and returned to the following address within ten days of the Access Code Effective Date or the access code will be deleted:**

**TECHNOLOGY & INFORMATION SERVICES  
520 SOUTH APPELYARD DRIVE  
ATTN: SECURITY ADMINISTRATOR  
TALLAHASSEE, FL 32304**

Technology and Information Services  
520 South Appleyard Drive Tallahassee, Florida 32304-2998 Phone (850) 487-7530

**Building the Future Together**

*"Leon County Schools does not discriminate against any person on the basis of gender, marital status, sexual orientation, race, religion, national origin, age, or disability."*