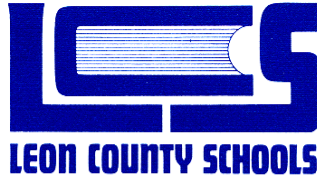


BOARD CHAIR
Alva Swafford Striplin

BOARD VICE-CHAIR
Maggie Lewis-Butler



SUPERINTENDENT
Rocky Hanna

BOARD MEMBERS
Georgia "Joy" Bowen
DeeDee Rasmussen
Rosanne Wood

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 Administrative Procedure 7530A-Security of User Access to District Technology Resources and Administrative Procedure 7540.09-Computer Operating and Security Guidelines (Computer Use Manual).

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 Administrative Procedures 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		(T&IS Use Only)

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

"The Leon County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, or genetic information."