

LINCOLN COUNTY SCHOOL DISTRICT
ACCEPTABLE USE ACKNOWLEDGMENT

Form GBB22-F1 | Policy GBB22 and Regulation GBB22-AR, Information Technology

This form is completed before an employee is granted access to District information technology. The signed original is retained in the employee's personnel file.

SECTION 1. EMPLOYEE INFORMATION

Name (print): _____ Employee ID: _____

Position/Title: _____ Start Date: _____

School/Department: _____ Supervisor: _____

Employment category (check one):

- ☐ Licensed ☐ Support staff ☐ Administrator
☐ Substitute ☐ Temporary/seasonal

Access requested (check all that apply):

- ☐ District email and network account
☐ Student information system
☐ Business/finance system
☐ District-issued device (asset tag: _____)
☐ Remote access from a personally owned device
☐ Other: _____

SECTION 2. ACKNOWLEDGMENTS

By signing below, I acknowledge that I have received, read and understand Policy GBB22 and Regulation GBB22-AR, and specifically that:

1. District information technology is provided for District purposes. Limited incidental personal use is permitted only on the terms stated in Regulation GBB22-AR and consistent with NRS 281A.400(7).
2. I have no expectation of privacy in District information technology or in any content I create, send, receive or store on District systems. The District may access, monitor, review and disclose that content for a legitimate work-related purpose.

3. Content relating to District business may be a public record under NRS Chapter 239 and is subject to the District's records retention schedule. I will not delete, alter, conceal or move a record that is subject to a public records request, a litigation hold, an audit or a pending investigation.
4. I will access pupil records only where necessary to carry out my assigned duties, and I understand that curiosity, personal interest and convenience are not legitimate educational interests.
5. I will not enter pupil personally identifiable information, employee personal information, or confidential District information into any application, website or service that has not been approved by the Technology Department, including generative artificial intelligence tools.
6. My account and credentials are individual to me. I am responsible for all activity conducted under my account, and I will not share my password or use another person's credentials.
7. I will not install or adopt software, applications, browser extensions or online services without Technology Department approval, including free and trial products, and I will not accept click-through terms of service on behalf of the District.
8. I will not disable, circumvent or modify District endpoint protection, content filtering, or device management software.
9. I will report any suspected or actual security incident to the Technology Department immediately, and in no case later than the end of the next business day, using Form GBB22-F3. I understand that prompt, good-faith reporting will not be a basis for discipline, and that concealing or delaying a report is a violation of the regulation.
10. If I access District systems, accounts or data from a personally owned device, the device itself does not become District property, but District records residing on it remain subject to retention and to production in response to a public records request or litigation hold.
11. A violation of Policy GBB22 or Regulation GBB22-AR may be grounds for disciplinary action taken in accordance with NRS 391.750 to 391.826, inclusive, for licensed employees; applicable Board policy and administrative regulation for support staff; the applicable collective bargaining agreement; and constitutional due process.

SECTION 3. SIGNATURES

Employee signature: _____

Printed name: _____ Date: _____

Supervisor signature: _____

Printed name: _____ Date: _____

FOR TECHNOLOGY DEPARTMENT USE

Received by: _____ Date: _____

Account provisioned: ☐ Yes ☐ No Date: _____

Asset tag(s) issued: _____