

Electronic Access/User Agreement Forms

Local Network/Staff Use

User's Name _____	_____	_____	_____
	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
User's Address _____	_____	_____	_____
	<i>Address</i>	<i>City</i>	<i>Zip Code</i>
Date of Birth _____	Gender <input type="checkbox"/> M or <input type="checkbox"/> F	Phone Number _____	
School/Building Assignment _____		Position _____	
Subject or grade level _____			
	<i>If applicable</i>		

Please check certified employee classified employee bus driver substitute board member
 member of the community Other: _____.

As a user of the Mercer County School District's computer network, I hereby agree to comply with the District's Internet and electronic mail rules and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or legal action may be taken.

User's Full Legal Name (Please print) _____

_____ *User's Signature* _____ *Date*

Staff login name _____ (dot) _____ @mercer.kyschools.us
<i>First name</i> _____ <i>Last name</i>

The default staff password will be: [REDACTED] - User's will be required to change their password upon first logon to a District workstations. Please note the password requirements listed below. Passwords must meet the following requirements:

- Minimum Password Length – 15 characters minimum (use an easy to remember passphrase)
- Complexity – Not required.
- Password Expirations – Every 180 days; or after a suspected data breach or compromised account
- Lockout Threshold – 10 attempts or fewer
- Lockout Duration – 10 minutes or more
- Minimum Password Age – 3 days
- Password History Count – Previous 12 passwords

Mercer County Email Address: `firstname.lastname@mercer.kyschools.us`

NOTE: Federal law requires the District to monitor online activities of minors.