

Electronic Access/Use Policy Acknowledgment Form
Employee/Adult Acceptable/Responsible Use Policy rev. 2026

I have read the Pendleton County School District Network Employee/Adult Acceptable/Responsible Use Policy. I understand and will abide by the stated Terms and Conditions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. I understand that all terms and regulations also apply when remotely accessing any account through the Pendleton County School District Network or content available through web-based applications or storage. Should I commit any violation, my access privileges may be revoked, disciplinary action, and/or appropriate legal action may be taken.

Name (please print): _____ **Location:** _____

Signature: _____ **Job Title/Description:** _____

Date: ____/____/____

The User will claim their district account through RapidIdentity via phone or personal email. There, the User will set their password, complete the Forgot Password step, and configure Multi-Factor Authentication (MFA), commonly referred to as 2-Step/Two-Factor Authentication. MFA can be set up in multiple ways, either by text message or using an authenticator app. Technology staff can assist you as necessary in order to set up your MFA, including demonstrating different ways of authentication if requested. Information to claim one's account can be found on the District Website under the Technology Department, "Claim my account."

****ALL Passwords MUST be at least 15 characters with at least one special character/number (i.e. 1,2,@,\$,#) and one capital letter.**

- Password** may be required to reset at the beginning of each new school year at a time frame that will be communicated to you via the Technology Department Staff.
- DO NOT use anything that would be easy to guess.
- A passphrase may be used. For Example, "I love my jo8!!" Spaces are permitted. Using phrase passwords still must adhere to the capitalization and special character/number standard.
- **A different password from the previous year or a variation of it is required.** No previous 12 passwords will be permitted to be re-used.
- No part of a person's name can be used in the PW (i.e., Name: Bill Smith PW: Smit123 would not be permitted).