

Classified Staff

NAME: _____

POSITION: _____

LAKEVIEW COMMUNITY SCHOOLS ACCEPTABLE USE OF COMPUTERS AND NETWORKS ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of Lakeview Community School District understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the Lakeview Community School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Lakeview Community School District, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Lakeview Community School District and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Lakeview Community School District, any of its employees, or any institution providing network access to Lakeview Community Schools responsible for the performance of the system or the content of any material accessed through it.

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

STATEMENT OF CONFIDENTIALITY

As an employee of the Lakeview Community School District, I, the undersigned, recognize that any information and documents I review in the course of meeting my job requirements are to remain in the strictest confidence. NO information may be released or discussed except as necessary for fulfillment of my job responsibilities. I also understand that the release of information not routinely granted must be directly approved by my supervisor. I am aware that any non-approved release of confidential information will be reported directly to my supervisor.

RECEIPT OF 2026-2027 CLASSIFIED HANDBOOK OF LAKEVIEW COMMUNITY SCHOOLS

This signed receipt acknowledges receipt of the 2026-2027 Classified Handbook of Lakeview Community Schools. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract and that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

PARKING REGISTRATION 2026-2027 SCHOOL YEAR

All staff desiring to park their vehicle on school property should register all vehicles you may drive to school. Please Register Your License Plate #s for the Staff Parking Lot.

License Plate # _____ License Plate # _____

License Plate # _____ License Plate # _____

Printed Name of Employee: _____

Employee's Signature: _____ Date: _____