

Non-District Employee Systems Access Application

INSTRUCTIONS: Individuals, who are not district employees, who wish to have access to district systems, including email, must complete this form. The responsible administrator and the district IT department must **BOTH** approve an individual's access to these systems.

For Student Teachers: The mentor teacher must also sign this form to grant access to PowerSchool.

The assigned account will be valid for only one year. If this account needs to be terminated early, the administrator must notify Information Systems immediately.

The following steps must be completed prior to any access being granted:

1. The individual seeking access must complete Section A, and then submit the application to his/her sponsoring administrator.
2. The administrator decides the systems in Section B to which the individual needs access.
3. Section C must be signed by a sponsoring district administrator and submitted to Information Systems via internal mail. (**Faxes not accepted.**)
4. Information Systems will review application for final approval. Please give 7 – 10 business days for the review process.

Once an application is approved, a letter will be sent to the applicant at their primary worksite/location. If the application is denied, an email will be sent to the school administrator.

SECTION A: USER ACKNOWLEDGEMENT

- I have reviewed Board Policy P-8 and its accompanying administrative procedures
- o Board [Policy P-8: Acceptable Employee Use of Internet, Computers, and Network Resources](#)
 - o [P-8: Administrative Procedures, Acceptable Employee Use of Internet, Computers, and Network Resources](#)

SECTION B: USER INFORMATION

Applicant's Name _____

Applicant's Worksite/Location _____

Applicant's Position/Title _____

Applicant's Company _____

Applicant's Signature _____ Date _____

- Independent Contractor
- District Partner
- Other

By signing this document, you agree to abide by all the policies and procedures listed in this document, including but not limited to Board Policy P-8, the District's Data Governance and IT security plan, and any applicable state, local, and federal laws.

SECTION C: SYSTEMS ACCESS

This section is to be filled out by an administrator. Please mark the systems that you are recommending this individual have access to:

- Active Directory
- District email account
 - o Email Account will be named with Contractor, Partner, or identifier (ex. Bob.Smith_Contractor@slcschools.org)
 - o Non District Employee email accounts should not be setup to auto-forward email to an external account.
 - o Non District Employee email accounts will not be included in district or school distribution lists.

Rational for providing district email account:

- Internet access
- PowerSchool access
 - o PowerSchool access must be approved by the District Information Security Officer
 - o Applicant must complete FERPA & PowerSchool training prior to receiving access to PowerSchool.
 - o Sponsoring teacher must sign below to grant access to the gradebook.

Please describe the information that this individual will be accessing in PowerSchool, and how often the individual will be accessing this system:

SIGNATURE OF MENTOR TEACHER

Please provide the Student Teacher listed above full access to my PowerSchool grade book. By granting this access, I realize that I am responsible for the security of student data and personal information.

Mentor Teacher Name _____

Employee ID _____

Teacher Signature _____

Expiration Date of Non-District Employee Systems Access _____

SECTION D: SIGNATURE OF ADMINISTRATOR RESPONSIBLE FOR APPROVAL

By approving this application, you are accepting full responsibility for their actions on the associated systems. If this is for Internet access, the content and use of their accounts as well as online activities will be linked to you as the sponsor. You are liable and responsible for student data, and the security of such data when access is granted to systems containing student data. By signing this document, you are acknowledging that you understand that any violation of the district's AUP may result in a loss of network privileges, referral to legal authorities and /or disciplinary action which may include reprimand, suspension or termination of employment.

District or school administrator responsible for approving this application must sign below:

Administrator's Printed Name _____

Administrator's Employee ID# _____

Administrator's Signature _____ Date _____

SECTION E: SIGNATURE OF INFORMATION SECURITY OFFICER

ISO Printed Name _____

ISO Signature _____ Date _____

SECTION F: INTERNAL USE ONLY

Assigned User ID _____

Email Account (if granted) _____

Notes:

