

# Lancaster School District Policies

Effective: August 1, 2025      Print Name: \_\_\_\_\_

All District policies are available on Simbli–eBoard Solutions under current Board Policies. To review them, go to the LSD website, click on Board of Trustees, and then select Board Policies. **I understand that it is my responsibility to read all of the policies listed below.**

**Policy Legend: AR – Administrative Regulation, BP – Board Policy; BB – Bylaws**

Policy	Number	Title	Policy	Number	Title
BP	0410	<a href="#">Nondiscrimination In District Programs And Activities</a>	AR	4219.11	<a href="#">Sexual Harassment</a>
BP	0460	<a href="#">Local Control And Accountability Plan</a>	BP	4219.23	<a href="#">Unauthorized Release Of Confidential/Privileged Information</a>
AR	1312.3	<a href="#">Uniform Complaint Procedures</a>	AR	4219.42	<a href="#">Exposure Control Plan For Bloodborne Pathogens</a>
BP	2121	<a href="#">Superintendent's Contract</a>	BP	4219.43	<a href="#">Universal Precautions</a>
BP	3260	<a href="#">Fees And Charges</a>	BP	4236	<a href="#">Nonschool Employment</a>
AR	3513.3	<a href="#">Tobacco-Free Schools</a>	AR	4254	<a href="#">Health And Welfare Benefits</a>
AR	3514	<a href="#">Environmental Safety</a>	AR	4257	<a href="#">Employee Safety</a>
AR	3514.1	<a href="#">Hazardous Substances</a>	AR	4257.1	<a href="#">Work-Related Injuries</a>
AR	3514.2	<a href="#">Integrated Pest Management</a>	AR	4258	<a href="#">Employee Security</a>
AR	3542	<a href="#">School Bus Drivers</a>	BP	4259	<a href="#">Employee Assistance Programs</a>
BP	3580	<a href="#">District Records</a>	AR	4261.1	<a href="#">Personal Illness/Injury Leave</a>
BP	4020	<a href="#">Drug And Alcohol-Free Workplace</a>	AR	4261.11	<a href="#">Industrial Accident/Illness Leave</a>
AR	4030	<a href="#">Nondiscrimination In Employment</a>	AR	4261.2	<a href="#">Personal Leaves</a>
BP	4033	<a href="#">Lactation Accommodation</a>	AR	4261.5	<a href="#">Military Leave</a>
AR	4112.1	<a href="#">Contracts</a>	AR	4261.8	<a href="#">Family Care And Medical Leave</a>
AR	4112.5	<a href="#">Criminal Record Check</a>	BP	4312.1	<a href="#">Contracts</a>
AR	4112.6	<a href="#">Personnel Files</a>	AR	4312.5	<a href="#">Criminal Record Check</a>
AR	4115	<a href="#">Evaluation/Supervision</a>	AR	4312.6	<a href="#">Personnel Files</a>
BP	4116	<a href="#">Probationary/Permanent Status</a>	AR	4313.2	<a href="#">Demotion/Reassignment</a>
AR	4117.14	<a href="#">Postretirement Employment</a>	BP	4315	<a href="#">Evaluation/Supervision</a>
BP	4117.3	<a href="#">Personnel Reduction</a>	AR	4317.14	<a href="#">Postretirement Employment</a>
AR	4117.7	<a href="#">Employment Status Reports</a>	AR	4317.7	<a href="#">Employment Status Reports</a>
BP	4118	<a href="#">Dismissal/Suspension/Disciplinary Action</a>	AR	4319.11	<a href="#">Sexual Harassment</a>
AR	4119.11	<a href="#">Sexual Harassment</a>	BP	4319.23	<a href="#">Unauthorized Release Of Confidential/Privileged Information</a>
BP	4119.23	<a href="#">Unauthorized Release Of Confidential/Privileged Information</a>	BP	4319.42	<a href="#">Exposure Control Plan For Bloodborne Pathogens</a>
BP	4119.42	<a href="#">Exposure Control Plan For Bloodborne Pathogens</a>	BP	4319.43	<a href="#">Universal Precautions</a>
BP	4119.43	<a href="#">Universal Precautions</a>	BP	4336	<a href="#">Nonschool Employment</a>
BP	4121	<a href="#">Temporary/Substitute Personnel</a>	AR	4354	<a href="#">Health And Welfare Benefits</a>
AR	4121	<a href="#">Temporary/Substitute Personnel</a>	AR	4357	<a href="#">Employee Safety</a>
BP	4136	<a href="#">Nonschool Employment</a>	AR	4357.1	<a href="#">Work-Related Injuries</a>
AR	4154	<a href="#">Health And Welfare Benefits</a>	AR	4358	<a href="#">Employee Security</a>
AR	4157	<a href="#">Employee Safety</a>	BP	4359	<a href="#">Employee Assistance Programs</a>
AR	4157.1	<a href="#">Work-Related Injuries</a>	AR	4361.1	<a href="#">Personal Illness/Injury Leave</a>
AR	4158	<a href="#">Employee Security</a>	AR	4361.2	<a href="#">Personal Leaves</a>
BP	4159	<a href="#">Employee Assistance Programs</a>	AR	4361.5	<a href="#">Military Leave</a>
AR	4161.1	<a href="#">Personal Illness/Injury Leave</a>	AR	4361.8	<a href="#">Family Care And Medical Leave</a>
AR	4161.2	<a href="#">Personal Leaves</a>	AR	5141	<a href="#">Health Care And Emergencies</a>
AR	4161.5	<a href="#">Military Leave</a>	AR	5141.21	<a href="#">Administering Medication And Monitoring Health Conditions</a>
AR	4161.8	<a href="#">Family Care And Medical Leave</a>	AR	5141.4	<a href="#">Child Abuse Prevention And Reporting</a>
AR	4212	<a href="#">Appointment And Conditions Of Employment</a>	BP	5145.3	<a href="#">Nondiscrimination/Harassment</a>
AR	4212.5	<a href="#">Criminal Record Check</a>	BP	6112	<a href="#">School Day</a>
AR	4212.6	<a href="#">Personnel Files</a>	AR	6173	<a href="#">Education For Homeless Children</a>
AR	4217.3	<a href="#">Layoff/Rehire</a>	AR	6173.1	<a href="#">Education For Foster Youth</a>
AR	4218	<a href="#">Dismissal/Suspension/Disciplinary Action</a>			

The EDD’s DE 2320 information regarding California’s Programs for the Unemployed can be found on the website: [https://edd.ca.gov/siteassets/files/pdf\\_pub\\_ctr/de2320.pdf](https://edd.ca.gov/siteassets/files/pdf_pub_ctr/de2320.pdf) **I understand it is my responsibility to read all information on this page.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Policy 4040: Employee Use Of Technology****Status:** ADOPTED**Original Adopted Date:** 01/05/2016 | **Last Revised Date:** 12/17/2024 | **Last Reviewed Date:** 12/17/2024

The Governing Board recognizes that technological resources enhance employee performance by offering effective tools to assist in providing a quality instructional program; facilitating communications with parents/guardians, students, and the community; supporting district and school operations; improving access to and exchange of information; enriching curriculum; and enhancing student learning.

*District technology* includes, but is not limited to, computer hardware, software, or software as a service provided or paid for by the district, whether accessed on or off site or through district-owned or personally owned equipment or devices, including tablets and laptops; computer servers, wireless access points (routers), and wireless computer networking technology (wi-fi); the Internet; email; applications (apps), including artificial intelligence (AI) apps; telephones, cellular or mobile telephones, smartphones, smart devices, and wearable technology; or any wireless communication device, including radios.

Employees shall review the prohibited and permitted uses of technology as specified in Board Policy 5131.9 - Academic Honesty, be responsible for the appropriate use of technology, and use district technology primarily for purposes related to their employment consistent with board policies and administrative regulations.

An employee may use technology, including AI platforms, to assist the employee in the performance of the employee's professional duties, including, but not limited to, the following specific tasks: developing syllabi, creating curriculum, reviewing student work, suggesting instructional strategies, researching academic content or instructional techniques, developing processes and policies, reviewing and summarizing documents, and supporting other operational uses. Any employee using technology, including AI, shall review and be responsible for any final product or document; not share confidential student records with a third party, such as an AI platform, except as permitted by law; use the technology in accordance with Board Policy 6162.6 - Use of Copyrighted Materials, and in a manner otherwise consistent with law, board policies, and administrative regulations. If an employee is unsure about the appropriate use of technology, the employee shall confer with the Superintendent or designee before using.

As determined by the Superintendent or designee, employees shall receive professional development in the appropriate use of these resources, including in the use of AI platforms.

The Superintendent or designee shall establish an Acceptable Use Agreement which outlines employee obligations and responsibilities related to the use of district technology, including the use of AI platforms. Upon employment and whenever significant changes are made to the district's Acceptable Use Agreement, employees shall be required to acknowledge in writing that they have read and agreed to the Acceptable Use Agreement.

Employees shall not use district technology to access, post, submit, publish, display, or otherwise engage with harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or unethical or that promotes any activity prohibited by law, board policy, or administrative regulations.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 7131; 47 USC 254)

The Superintendent or designee shall regularly review current guidance regarding cybersecurity, data privacy, and digital media awareness and incorporate recommended practices into the district's processes and procedures related to the protection of the district's network infrastructure, the monitoring and response to cyberattacks, ensuring data privacy, and managing suspicious and/or threatening digital media content, in accordance with Board Policy 3580 - District Records.

The Superintendent or designee shall annually notify employees in writing that they have no reasonable expectation

of privacy in the use of any district technology, as defined above, even when using their personal devices. To ensure proper use, the Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent and for any reason allowed by law.

In addition, employees shall be notified that records, including communications, maintained on any personal accounts or devices used to conduct district business are subject to disclosure at the district's request, and pursuant to a subpoena or other lawful request.

Employees shall report any security problem or misuse of district technology to the Superintendent or designee.

Inappropriate use of district technology may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, board policy, and administrative regulation.

Employees may access their mobile or other communications device if there is a need to seek emergency assistance, assess the safety of a situation, or communicate with a person to confirm the person's safety. (Labor Code 1139)

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## ACCEPTABLE USE AGREEMENT

### AND RELEASE OF DISTRICT FROM LIABILITY (EMPLOYEES)

The Lancaster School District authorizes district employees to use technology owned or otherwise provided by the district as necessary to fulfill the requirements of their position. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all employees to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that employees may access through the system.

The district makes no guarantee that the functions or services provided by or through the district will be without defect. In addition, the district is not responsible for financial obligations arising from unauthorized use of the system.

Each employee who is authorized to use district technology shall sign this Acceptable Use Agreement as an indication that he/she has read and understands the agreement.

#### Definitions

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices. All devices that use the district internet are monitored through the filter, including personal devices on campus. District issued devices may be monitored through the filter at all times including weekends and non-work days.

#### Employee Obligations and Responsibilities

Individual users of district computer networks are responsible for their behavior and communications over those networks. Staff members should be aware that on-line services are not free of objectionable materials. Staff members bear the same responsibility for Internet use as they exercise with information sources such as television, telephones, movies and radio. To protect against unauthorized use, all users must use their own password and keep that password secure. If an employee suspects that his/her user name and/or password had been compromised, technology services should be contacted as soon as possible.

Material to be published must not display, access, or link to sites deemed offensive by this LSD Technology Use Policy. All published material must have educational value and/or support the district guidelines, goals, and policies as well as conform to the Internet/Intranet Publishing Guidelines. Only materials authorized by the site/department administrator will be published on LSD Internet/Intranet servers. Illegal or inappropriate publishing activities or uses of any kind that do not conform to the rules, regulations, and policies of the Lancaster School District are forbidden. All personnel involved in Internet/Intranet publishing must have on file, at their site, an Acceptable Use Policy Agreement

signature card.

Plagiarism is prohibited and users are expected to adhere to all state and federal copyright laws. Transfer or use of copyrighted material without the express consent of the owner is a violation of Federal Law.

The licensing terms of software programs and services not purchased by the district may not permit their legal use on our network. In addition, many non-standard software applications are not designed to operate efficiently or reliably in an enterprise network such as ours. For these reasons and to facilitate the general integrity of the network, the installation, storage, or running on the district's network of programs, applications or utilities not explicitly authorized by the Technology Department is generally prohibited. Therefore, do not change workstation settings or add software to computers unless you are otherwise authorized.

As a federally tax-exempt nonprofit organization, District users must not participate in campaign activity for or against political candidates or any lobbying activities. Therefore, any use of the network, technology equipment or services including e-mail and websites, to advocate for or against any political party, platform, issue, office or election, is prohibited.

Employees are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology for any of the following.

- \* Accessing, sending or displaying offensive messages or pictures
- \* Harassing, insulting, or attacking others
- \* Wasting limited resources, e.g., spamming, Instant Messaging, Streaming Video / Audio when asked to refrain from excessive use
- \* Mass distribution of email without supervisor's approval
- \* Intentionally tampering (hacking) with or damaging computers, computer systems, or computer networks
- \* Violating laws (including copyright laws, plagiarism, FERPA, HIPPA)
- \* Using another's account/password
- \* Distributing or posting another's account/password
- \* Defacing/Decorating district equipment including skins, stickers, be-dazzling, etc.
- \* Employing district technology for commercial purposes, personal gain, political lobbying, or religious advocacy is prohibited
- \* Giving out anyone's home address, phone number or other personal information
- \* Trespassing in another's folders, work, or files
- \* Unauthorized installation of software and hardware

Abuse of district technology may result in a loss of access as well as disciplinary or legal action.

## Privacy

Since the use of district technology is intended for use in conducting district business, no employee should have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses within the jurisdiction of the district. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Employees should be aware that, in most instances, their use of district technology (such as web searches or emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by an employee on district technology does not create a reasonable expectation of privacy.

It is the express responsibility of all adult users of the district network to ensure that personal information related to students and staff is protected from unauthorized disclosure. Essentially, this means that personal student and staff data must NEVER be transmitted via unencrypted e-mail, file transfer or other means. It also means that protected student and staff data must ONLY be maintained on the District network storage system and NEVER on personal media (e.g. computer hard drives, CDs, floppy disks, USB flash drives, removable hard drives, or personal cloud storage services like Dropbox, Apple iCloud, etc.)

## Personally Owned Devices

If an employee uses a personally owned device to access district technology or conduct district business, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

## Records

Any electronically stored information generated or received by an employee which constitutes a district or student record shall be classified, retained, and destroyed in accordance with BP/AR 3580 - District Records, BP/AR 5125 - Student Records, or other applicable policies and regulations addressing the retention of district or student records.

## Reporting

Employees shall report any security problem or misuse of district technology to the Superintendent or designee. Signing this agreement releases the district and its personnel from any and all claims and damages arising from my use of district technology or from the failure of any technology protection measures employed by the district.

## Consequences for Violation

Violations of the law, Board policy, or this Acceptable Use Agreement may result in revocation of an employee's access to district technology and/or discipline, up to and including termination. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

#### Employee Acknowledgment

I have received, read, understand, and agree to abide by this Acceptable Use Agreement, BP 4040 - Employee Use of Technology, and other applicable laws and district policies and

regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology or when my personal electronic devices use district technology. I further understand that any violation may result in revocation of user privileges, disciplinary action, and/or appropriate legal action.

I hereby release the district and its personnel from any and all claims and damages arising from my use of district technology or from the failure of any technology protection measures employed by the district.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

(Please print)

School/Work Site: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**LANCASTER SCHOOL DISTRICT**  
**Employee - Technology Use Policy Agreement**  
May 2020

The goal in providing electronic information services to employees is to promote efficiency and excellence in the workplace by facilitating resource sharing, innovation, communication, cooperation, and collaboration. Access to these technologies entails responsibility. The use of an assigned account must be in support of education, business, research, and/or within the educational, professional or personal employment goals, roles, responsibilities and objectives of the Lancaster School District. Users grant consent to the school district to access all district owned electronic devices, the information created on those devices, and all information sent or received.

District technology includes, but is not limited to, computers, network, switches, servers, wireless network, the Internet, email, USB drives, access points, routers, tablets, smart phones, cellular phones smart devices, wearable technology, any wireless communication device including emergency radios and/or future technology innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices. All devices that use the district internet are monitored through the filter, including personal devices on campus. District issued devices may be monitored through the filter at all times including weekends and non-work days.

Individual users of district computer networks are responsible for their behavior and communications over those networks. Staff members should be aware that on-line services are not free of objectionable materials. Staff members bear the same responsibility for Internet use as they exercise with information sources such as television, telephones, movies and radio. To protect against unauthorized use, all users must use their own password and keep that password secure. If an employee suspects that his/her user name and/or password had been compromised, technology services should be contacted as soon as possible.

Material to be published must not display, access, or link to sites deemed offensive by this LSD Technology Use Policy. All published material must have educational value and/or support the district guidelines, goals, and policies as well as conform to the Internet/Intranet Publishing Guidelines. Only materials authorized by the site/department administrator will be published on LSD Internet/Intranet servers. Illegal or inappropriate publishing activities or uses of any kind that do not conform to the rules, regulations, and policies of the Lancaster School District are forbidden. All personnel must have on file an Acceptable Use Policy Agreement signature card signed annually.

It is the express responsibility of all adult users of the district network to ensure that personal information related to students and staff is protected from unauthorized disclosure. Essentially, this means that personal student and staff data must NEVER be transmitted via unencrypted e-mail, file transfer or other means. It also means that protected student and staff data must ONLY be maintained on the District network storage system and NEVER on personal media (e.g.

**LANCASTER SCHOOL DISTRICT**  
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May 2020

computer hard drives, CDs, floppy disks, USB flash drives, removable hard drives, or personal cloud storage services like Dropbox, Apple iCloud, etc.)

Plagiarism is prohibited and users are expected to adhere to all state and federal copyright laws. Transfer or use of copyrighted material without the express consent of the owner is a violation of Federal Law.

The licensing terms of software programs and services not purchased by the district may not permit their legal use on our network. In addition, many non-standard software applications are not designed to operate efficiently or reliably in an enterprise network such as ours. For these reasons and to facilitate the general integrity of the network, the installation, storage, or running on the district's network of programs, applications or utilities not explicitly authorized by the Technology Department is generally prohibited. Therefore, do not change workstation settings or add software to computers unless you are otherwise authorized.

As a federally tax-exempt nonprofit organization, District users must not participate in campaign activity for or against political candidates or any lobbying activities. Therefore, any use of the network, technology equipment or services including e-mail and websites, to advocate for or against any political party, platform, issue, office or election, is prohibited.

Network storage files are treated like any other staff work in progress. Network administrators may review files and communications to maintain system integrity and insure that staff members are using the system responsibly. Staff members should not expect that files stored on district servers and computers will always be private. The district expects that all users comply with the Technology Use Policy (published at <http://www.lancsd.org> ) and will honor the agreements they have signed.

Employees shall report any security problem or misuse of district technology to the Superintendent or designee. Signing this agreement releases the district and its personnel from any and all claims and damages arising from my use of district technology or from the failure of any technology protection measures employed by the district.

Lancaster School District makes no guarantee that the services provided will be error-free or without defect. The district is not responsible for any damage suffered including, but not limited to, loss of data, disruption of service or malfunction/destruction/loss of personally-owned technologies or other personal property.

LANCASTER SCHOOL DISTRICT  
Employee - Technology Use Policy Agreement  
May 2020

\_\_\_\_\_  
Staff Member's Name (Last, First, Middle Initial)

\_\_\_\_\_  
Work Site

The following are prohibited and may result in a loss of access as well as disciplinary or legal action.

- Accessing, sending or displaying offensive messages or pictures
- Harassing, insulting, or attacking others
- Wasting limited resources, e.g., spamming, Instant Messaging, Streaming Video / Audio when asked to refrain from excessive use
- Mass distribution of email without supervisor's approval
- Intentionally tampering (hacking) with or damaging computers, computer systems, or computer networks
- Violating laws (including copyright laws, plagiarism, FERPA, HIPPA)
- Using another's account/password
- Failure to follow procedures for working on live platforms with students or staff members.
- Distributing or posting another's account/password
- Defacing/damaging district equipment
- Employing district technology for commercial purposes, personal gain, political lobbying, or religious advocacy is prohibited
- Giving out anyone's home address, phone number or other personal information
- Trespassing in another's folders, work, or files • Unauthorized installation of software and hardware
- Violating any provision set forth in the Lancaster School District Technology Use Policy

In compliance with CIPA, I will teach my students about Digital Citizenship annually.

Initials: \_\_\_\_\_

**Staff - Technology Use Policy - Agreement**

I have read and understand the Lancaster School District - Technology Use Policy (published at <http://www.lancsd.org> ). I grant consent to the district to access district owned devices, information created on those devices and all information sent or received. I understand that Internet sites are filtered for objectionable materials and that my electronic access and network accounts may be monitored. I understand that access to objectionable sites must be reported to Tech Services so they may be reviewed and blocked. I will report any security problem or the misuse of district technology to Tech Services. I hereby release the district and its personnel from any and all claims and damages arising from my use of district technology or from failure of any technology protection measures employed by the district. I hereby agree to comply with the above-described conditions of acceptable use

\_\_\_\_\_  
Employee's Name (Print)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

## Employee Media Consent and Release Form

*Throughout the school year, employees may be highlighted in efforts to promote Lancaster School District activities and achievements. For example, staff may be featured in materials to train teachers and/or increase public awareness of our schools through newspapers, radio, TV, the web, DVDs, displays, brochures, and other types of media.*

I, \_\_\_\_\_, hereby give Lancaster School District and its employees, representatives, and authorized media organizations permission to print, photograph, and record my image for use in audio, video, film, or any other electronic, digital and printed media.

- a. This is with the understanding that neither Lancaster School District nor its representatives will reproduce said photograph, interview, or likeness for any commercial value or receive monetary gain for use of any reproduction or broadcast of said photograph or likeness. I am also fully aware that I will not receive monetary compensation for my participation.
- b. I further release and relieve Lancaster School District, its Board of Trustees, employees, and other representatives from any liabilities, known or unknown, arising out of the use of this material.

I certify that I am a legal adult and have the full legal capacity and the full authority to grant this consent. I further certify that I have read the Media Consent and Release Liability statement and fully understand its terms and conditions.

### Please Print

Full Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Site/Department \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Employee Signature \_\_\_\_\_