

# LAUSD EMPLOYEE INFORMATION RESPONSIBILITY AGREEMENT

## MyTeam Access Request

***INSTRUCTIONS:*** The MyTeam application is a tool for managers to obtain employee attendance, teacher evaluation history, and other information about K-12 school-site staff. Access is limited to specific central office and Local District (LD) leadership, and school-site administrators. (Principals automatically receive access.) If you and your administrator feel that access to the application is necessary for you to perform your job functions, the two of you in conjunction must complete the form below and scan/email it to myteam@lausd.net for review.

Name and Title (Please Print) \_\_\_\_\_

Employee ID \_\_\_\_\_ Job Class Code \_\_\_\_\_ LAUSD Email \_\_\_\_\_@lausd.net

School/Office \_\_\_\_\_ Location Code \_\_\_\_\_

Phone \_\_\_\_\_ LD/Division Location: \_\_\_\_\_

I have reviewed the District's policies regarding the security of District information and data including the LAUSD Responsible Use Policy (Bulletin 999) and the LAUSD Information Protection Policy (Bulletin 1077) posted on LAUSD's [eLibrary](#). I agree to comply with each of the policies and procedures and relevant Federal and State privacy laws, and to maintain safe and secure work habits and to prevent the disclosure of sensitive information including but not limited to student, health care and employee records.

By logging in to MyTeam, I understand that I have access to confidential student and personnel records necessary to perform my job functions and agree that:

- I will not take any action that will jeopardize the security of these records.
- I will not discuss with non-authorized personnel any information regarding these records.
- I will not allow these records to be reproduced in any form or viewed by non-authorized personnel.
- I understand that the use of LAUSD computer equipment, software, and information will be restricted to District-approved work only, and that I will be the only one authorized to use the User ID.
- I understand that violation of these policies may result in discipline up to and including termination.

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

\_\_\_\_\_  
Date

### ***Endorsement (to be completed by the requestor's principal / administrator only)***

I confirm that the individual above requires access to MyTeam in order to perform his/her job functions.

***The specific job functions requiring MyTeam access are:***

*Access level is determined based on position and work location (e.g., an Assistant Principal would be granted school-site level access).*

Administrator Name (Please Print) \_\_\_\_\_

Administrator Title (Please Print) \_\_\_\_\_ Employee ID \_\_\_\_\_

School/Office Name \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date