



LONG BEACH COMMUNITY COLLEGE DISTRICT
OFFICE OF HUMAN RESOURCES
VERIFICATION STATEMENT
ADMINISTRATIVE REGULATION – AR6006

COMPUTER AND COMMUNICATIONS TECHNOLOGY USE TRAINING

I have received, read, and understand the *Administrative Regulations on Computer and Communications Technology Use* (AR #6006) and have attended the mandated training provided by my immediate supervisor. I agree to abide by the standards set in the Administrative Regulations for the duration of my employment. I am aware that violations of this Data Security Agreement may subject me to the full range of disciplinary sanctions available, including the loss of computer use privileges, dismissal from the college, and legal action. Violations of certain of these policies may also constitute a criminal offense, which could subject me to criminal prosecution.

Additionally, I have been advised and understand that as an employee of LBCCD, I am at all times required to treat every employee and/or student record and the contents contained therein in a confidential and professional manner. Information in these records may only be disclosed to or discussed with individuals who are authorized to have access to these records and content. Furthermore, I understand that I may be given access to, or come into contact with, confidential information that is protected by both federal and state laws. I understand that unauthorized use or disclosure of any such confidential employee and/or student information may subject me to the full range of disciplinary sanctions available, including dismissal from the college, and legal action.

Employee Signature

Date

Employee Name (Please print)

Department

Supervisor/Manager Signature

Date

Supervisor/Manager Name (Please print)

Original to Human Resources