

## S.U.S.D. SYNERGY Security Level Authorization Elementary Education

School Site: \_\_\_\_\_  Activate  Inactivate

Authorization: **Principal:** \_\_\_\_\_  
Signature Date

Staff Name: \_\_\_\_\_ User **Position/Title:** \_\_\_\_\_  
(Please PRINT)

Employee ID:  User email: \_\_\_\_\_@stocktonusd.net

Security Level	User Group	Site Level	Additional/Update Capabilities
<b>1</b> ALL Rights – ability to update student records	1. Role Secretary 2. Role SST	Elementary Elementary	All rights specific to job assignment(s).
<b>2</b> VIEW Only – Student records	1. Role Principals 2. Role Assistant Principal 3. Role Counselor 4. Role Student Service 5. Role Health Nurse 6. Role Library 7. Role Office Assistant 8. TEACHER	Elementary Elementary Elementary Elementary Elementary Elementary Elementary	Discipline, Basic, Mass, Conference Discipline, Conference Basic, Mass, Conference Conference Health  Basic Demographics Teacher VUE / Grade Book

### SYNERGY SECURITY POLICY STATEMENT (All designated users are required to sign this statement)

*In compliance with **Board Policy 5125** and state guidelines regarding student records and attendance, users of the Synergy system are to continue to adhere to these guidelines ensuring that student records remain secure at all times. Those users who have access to view and/or print records only, do not have the authorization to distribute any student records without following **BP 5125** guidelines. This includes allowing unauthorized personnel to use your system/code to access information is prohibited. Consequences for such action may result in immediate revoking of Synergy privileges and further disciplinary action, if warranted.*

**Please remember to inform Technology & Innovation of any change of site or departure from the district. The use of your non-reported code may cause serious consequences for you if others continue to produce records or data with it.**

*My signature acknowledges that I have read and understand the purpose and consequences of this policy statement.*

\_\_\_\_\_ \_\_\_\_\_  
User Signature Date

1. This authorization must be updated annually one week before the opening of each school year.
2. Submit this form with the original signature for each user to the Technology & Innovation Department, Attention: Student Team
3. If a user needs additional atoms or an upgrade in security, complete the **“Request for SYNERGY Security Level Upgrade”** form on second page.

# STOCKTON UNIFIED SCHOOL DISTRICT

## Request for SYNERGY Security Level Upgrade – Approval Form

School: \_\_\_\_\_ Principal: \_\_\_\_\_

I request that the following individual at my site be granted an upgrade to their current security level or have atoms opened for their use:

Name / Employee ID	Position	Security Level	Atom(s) Requested
1.		<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> Basic Scheduling <input type="checkbox"/> Mass Scheduling <input type="checkbox"/> Conference <input type="checkbox"/> Discipline <input type="checkbox"/> Attendance <input type="checkbox"/> Health <input type="checkbox"/> Other _____

Rationale for staff member to have SYNERGY access or upgraded security level:

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director's Approval/Signature

Routing:

1. Principal
2. Line Director
3. Technology & Innovation