

FREQUENTLY ASKED QUESTIONS ABOUT INCOME VERIFICATION FORM

Dear Parent/Guardian:

Nevada State High School is a public Charter School and potentially eligible for Federal Funds to support services for income eligible students. In order to apply for these funds, schools are required to collect income information from all their families. Free and Reduced Lunch criteria is used to determine income eligibility for such services, however, Nevada State High School does not provide lunch services. Please complete the attached Income Verification Form to assist Nevada State High School in the FY1819 school year. Nevada State High School will NOT share your information with vendors or programs. This information will only be used for auditing and program eligibility purposes to apply to funding for the school.

Nevada State High School will provide a stipend for any student who submits the form. The Income Verification Form must be submitted by **Thursday, September 13, 2018** to your assigned campus. The stipend amount will be determined by Federal Income Eligibility Guidelines and will be issued to the parent/guardian on file. Those who qualify may receive a letter to verify their income and must submit proof within 7 days.

Stipends will be provided in the fall based on the tier below and required backup documentation

	Amount
Any student completing the Income Verification Form	\$50
Any student qualifying for FRL per federal guidelines	\$100

1. **DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. *Use one Income Verification form for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Nevada State High School**
2. **WILL THE INFORMATION I GIVE BE CHECKED?** Yes. We may also ask you to send written proof of the household income you report.
3. **WHAT IF MY INCOME IS NOT ALWAYS THE SAME?** List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
4. **WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT?** Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
5. **WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY?** Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
6. **WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY?** List any additional household members on a separate piece of paper, and attach it to your application.

If you have other questions or need help, call **Erika Capulo, 702-953-2602**

2018-2019 Nevada State High School Income Verification Form

Complete one application per household. Please use a pen (not a pencil).

STEP 1 List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper)

Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related."

Children in **Foster care** and children who meet the definition of **Homeless, Migrant or Runaway** are eligible for free meals. Read **How to Apply for Free and Reduced Price School Meals** for more information.

Child's First Name	MI	Child's Last Name	Grade	Student? Yes No	Foster Child Homeless, Migrant, Runaway
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Check all that apply

STEP 2 Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDIPIR?

If NO > Go to STEP 3. **If YES >** Write a case number here then go to STEP 4 (Do not complete STEP 3)

Case Number:

Write only one case number in this space.

STEP 3 Report Income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2)

I do not wish to disclose Household income and I understand that by choosing this option the school may not be eligible for Federal grants.

Are you unsure what income to include here?

Flip the page and review the charts titled "Sources of Income" for more information.

The "Sources of Income for Children" chart will help you with the Child Income section.

The "Sources of Income for Adults" chart will help you with the All Adult Household Members section.

A. Child Income
Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Household Members listed in STEP 1 here.

How often?

Child income	Weekly	Bi-Weekly	2x Month	Monthly
\$ <input style="width: 40px;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

B. All Adult Household Members (including yourself)
List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)	Earnings from Work	How often?				Public Assistance/ Child Support/Alimony	How often?				Pensions/Retirement/ All Other Income	How often?			
		Weekly	Bi-Weekly	2x Month	Monthly		Weekly	Bi-Weekly	2x Month	Monthly		Weekly	Bi-Weekly	2x Month	Monthly
<input style="width: 100%;" type="text"/>	\$ <input style="width: 40px;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input style="width: 40px;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input style="width: 40px;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Total Household Members (Children and Adults)

Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member

Check if no SSN

STEP 4 Contact information and adult signature.

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street Address (if available)	Apt #	City	State	Zip	Daytime Phone and Email (optional)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Printed name of adult signing the form		Signature of adult			Today's date

INSTRUCTIONS Sources of Income

Sources of Income for Children	
Sources of Child Income	Example(s)
- Earnings from work	- A child has a regular full or part-time job where they earn a salary or wages
- Social Security - Disability Payments - Survivor's Benefits	- A child is blind or disabled and receives Social Security benefits - A Parent is disabled, retired, or deceased, and their child receives Social Security benefits
-Income from person outside the household	- A friend or extended family member regularly gives a child spending money
-Income from any other source	- A child receives regular income from a private pension fund, annuity, or trust

Sources of Income for Adults		
Earnings from Work	Public Assistance / Alimony / Child Support	Pensions / Retirement / All Other Income
<ul style="list-style-type: none"> - Salary, wages, cash bonuses - Net income from self-employment (farm or business) <p>If you are in the U.S. Military:</p> <ul style="list-style-type: none"> - Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances) - Allowances for off-base housing, food and clothing 	<ul style="list-style-type: none"> - Unemployment benefits - Worker's compensation - Supplemental Security Income (SSI) - Cash assistance from State or local government - Alimony payments - Child support payments - Veteran's benefits - Strike benefits 	<ul style="list-style-type: none"> - Social Security (including railroad retirement and black lung benefits) - Private pensions or disability benefits - Regular income from trusts or estates - Annuities - Investment income - Earned interest - Rental income - Regular cash payments from outside household

Do not fill out For School Use Only

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24 Monthly x 12

Total Income	How often?				Household Size	Categorical Eligibility <input type="checkbox"/>	Eligibility:		
	Weekly	Bi-Weekly	2x Month	Monthly			Free	Reduced	Denied
<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Determining Official's Signature	Date				Verifying Official's Signature	Date			
<input type="text"/>	<input type="text"/>				<input type="text"/>	<input type="text"/>			

After signing this sheet, cut along the dotted line and return this page to the administrative offices of NSHS by August 14, 2018 for 1st Year Students and August 2nd for 2nd Year Students

Student Name: _____

Nevada State High School Student Handbook: Acknowledgement Page

I have read the entire NSHS Student Handbook, and I understand and agree to follow the school policies, procedures, and school mission as outlined in the handbook and identified in the assurances. I understand that violating the rules, policies, procedures, and expectations of NSHS may result possible fines, disciplinary action, graduation status and/or removal from the school.

I acknowledge that I also have the opportunity to contact the Director of Site Administration at my designated home campus to ask questions about the handbook at (702) 953-2600, by help ticket at www.help.earlycollegenv.com.

SIGNATURES REQUIRED:

Parent Signature Date

Parent Printed Name

Student Signature Date

Student Printed Name

Students are required to return this form by August 14th for 1st Year Students and August 2nd for 2nd Year Students. Please submit a help ticket at www.help.earlycollegenv.com or call NSHS if you have any questions at (702) 953-2600.

Visit Nevada State High School online at <http://www.earlycollegenv.com/>

STUDENT RESIDENCY QUESTIONNAIRE/AFFIDAVIT

This document is intended to address the McKinney-Vento Assistance Act. Your answers will help determine documents necessary to enroll your child quickly.

Student: _____ (Male ___ Female ___)

Birthdate: _____ Grade: _____

1. Do you and your student live in a fixed, regular, adequate nighttime residence? **Yes** ___ **No** ___
(If you circled "NO", please continue with this form. If you circled "YES", then skip to the signature portion of this page)

2. Do you and the student live in:

- shelter
- motel/hotel
- temporarily with another family in a house, mobile home, or apartment
- in a car or RV
- at a campsite
- transitional housing
- other location _____

3. The student lives with:

- one parent
- two parents
- a qualified relative
- friend(s)
- an adult that is not the legal guardian
- alone with no adult(s)

4. I am:

- the parent/legal guardian of the above-named student
- a qualified adult relative of the above-named student
(Relationship: _____)

I declare under penalty of perjury under the laws of this state that the information provided here is true and correct and of my own personal knowledge.

Parent Signature: _____ Date: _____

Print Your Name: _____

Residence: _____
Street City Zip

Mailing Address: _____
Street City Zip

Telephone: (____) _____ Cell Phone: (____) _____



Acceptable Use Policy – AUP

Part 1: Internet Acceptable Use Policy

Purpose

The goals of this policy are to outline appropriate and inappropriate use of Nevada State High School Internet resources, including the use of browsers, electronic mail and instant messaging, file uploads and download, and voice communications. Use of these services is subject to the following conditions.

Your Account

Internet access at Nevada State High School is controlled through individual accounts and passwords. Department managers are responsible for defining appropriate Internet access levels for the people in their department and conveying that information to the network administrator.

Each user of the Nevada State High School system is required to read this Internet policy and sign an Internet use agreement prior to receiving an Internet access account and password.

Appropriate Use

Individuals at Nevada State High School are encouraged to use the Internet to further the goals and objectives of Nevada State High School. The types of activities that are encouraged include:

1. Communicating with fellow employees, students, parents, business partners of Nevada State High School, and clients within the context of an individual's assigned responsibilities;
2. Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities; and
3. Participating in educational or professional development activities.

Inappropriate Use

Individual Internet use will not interfere with others' productive use of Internet resources. Users will not violate the network policies of any network accessed through their account. Internet use at Nevada State High School will comply with all Federal and Nevada State laws, all Nevada State High School policies, and all Nevada State High School contracts. This includes, but is not limited to, the following:

1. The Internet may not be used for illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading computer viruses).
2. The Internet may not be used in any way that violates Nevada State High School policies, rules, or administrative orders. Use of the Internet in a manner that is not consistent with the mission of Nevada State High School, misrepresents Nevada State High School, or violates any Nevada State High School policy is prohibited.
3. Individuals should limit their personal use of the Internet. Nevada State High School allows limited personal use for communication with family and friends, independent learning, and public service. Nevada State High School prohibits use for mass unsolicited mailings, access for non-employees or students to Nevada State High School resources or network facilities, uploading and downloading of files for personal use, access to pornographic sites, gaming, competitive commercial activity unless pre-approved by Nevada State High School, and the dissemination of chain letters.
4. Individuals may not establish company computers as participants in any peer-to-peer network, unless approved by management.
5. Individuals may not view, copy, alter, or destroy data, software, documentation, or data communications belonging to Nevada State High School or another individual without authorized permission.
6. In the interest of maintaining network performance, users should not send unreasonably large electronic mail attachments or video files not needed for business purposes.
7. Individuals will only use Nevada State High School-approved services or voice communication over the Internet.

Security

For security purposes, users may not share account or password information with another person. Internet accounts are to be used only by the assigned user of the account for authorized purposes. Attempting to obtain another user's account password is strictly prohibited. A user must contact the IT Coordinator to obtain a password reset if they have reason to believe that any unauthorized person has learned their password. Users must take all necessary precautions to prevent unauthorized access to Internet services.

Individual Name (print clearly)

Individual Signature

Date

Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at Nevada State High School. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use of the Internet may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of access to some or all computing and networking resources and facilities;
2. Disciplinary action according to applicable Nevada State High School policies; and/or
3. Legal action according to applicable laws and contractual agreements.

Monitoring and Filtering

Nevada State High School may monitor any Internet activity occurring on Nevada State High School equipment or accounts. Nevada State High School currently does employ filtering software to limit access to sites on the Internet. If Nevada State High School discovers activities which do not comply with applicable law or departmental policy, records retrieved may be used to document the wrongful content in accordance with due process.

Disclaimer

Nevada State High School assumes no liability for any direct or indirect damages arising from the user's connection to the Internet. Nevada State High School is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the Internet.

We encourage you to use your Internet access responsibly. Should you have any questions regarding this Internet Acceptable Use Policy, feel free to contact Dr. Johnathan Hawk at 702-953-2602 or jhawk@earlycollegenv.com.

Internet Acceptable Use Policy User Agreement

I hereby acknowledge that I have read and understand the Internet and E-mail Acceptable Use Policies of Nevada State High School. I agree to abide by these policies and ensure that persons working under my supervision abide by these policies. I understand that if I violate such rules, I may face legal or disciplinary action according to applicable law or departmental policy.

I hereby agree to indemnify and hold Nevada State High School and its officers, trustees, employees, and agents harmless for any loss, damage, expense or liability resulting from any claim, action or demand arising out of or related to the user's use of Nevada State High School-owned computer resources and the network, including reasonable attorney fees. Such claims shall include, without limitation, those based on trademark or service mark infringement, trade name infringement, copyright infringement, unfair competition, defamation, unlawful discrimination or harassment, and invasion of privacy.

Part 2: E-mail Acceptable Use Policy

Purpose

E-mail is a critical mechanism for business communications at Nevada State High School. However, use of Nevada State High School's electronic mail systems and services are a privilege, not a right, and therefore must be used with respect and in accordance with the goals of Nevada State High School

The objectives of this policy are to outline appropriate and inappropriate use of Nevada State High School's e-mail systems and services in order to minimize disruptions to services and activities, as well as comply with applicable policies and laws.

Scope

This policy applies to all e-mail systems and services owned by Nevada State High School, all e-mail account users/holders at Nevada State High School (both temporary and permanent), and all company e-mail records.

Account Activation/Termination

E-mail access at Nevada State High School is controlled through individual accounts and passwords. Each user of Nevada State High School's e-mail system is required to read and sign a copy of this E-mail Acceptable Use Policy prior

Individual Name (print clearly)

Individual Signature

Date

to receiving an e-mail access account and password. It is the responsibility of the employee to protect the confidentiality of their account and password information.

All employees of Nevada State High School will receive an e-mail account. E-mail accounts will be granted to third-party non-employees on a case-by-case basis. Possible non-employees that may be eligible for access include:

- Contractors.
- Students.
- Parents.

Applications for these temporary accounts must be submitted to Dr. Johnathan Hawk, 702-953-2602 or jhawk@earlycollegenv.com. All terms, conditions, and restrictions governing e-mail use must be in a written and signed agreement.

E-mail access will be terminated when the employee or third party terminates their association with Nevada State High School, unless other arrangements are made. Nevada State High School is under no obligation to store or forward the contents of an individual's e-mail inbox/outbox after the term of their employment has ceased.

General Expectations of End Users

The enterprise often delivers official communications via e-mail. As a result, employees of

Nevada State High School with e-mail accounts are expected to check their e-mail in a consistent and timely manner so that they are aware of important company announcements and updates, as well as for fulfilling business and role-oriented tasks.

E-mail users are responsible for mailbox management, including organization and cleaning. If a user subscribes to a mailing list, he or she must be aware of how to unsubscribe from the list, and is responsible for doing so in the event that their current e-mail address changes.

E-mail users are expected to remember that e-mail sent from the company's e-mail accounts reflects on the company. Please comply with normal standards of professional and personal courtesy and conduct.

Appropriate Use

Individuals at Nevada State High School are encouraged to use e-mail to further the goals and objectives of Nevada State High School. The types of activities that are encouraged include:

- Communicating with fellow employees, business partners of Nevada State High School, and clients within the context of an individual's assigned responsibilities.
- Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.
- Participating in educational or professional development activities.

Inappropriate Use

Nevada State High School's e-mail systems and services are not to be used for purposes that could be reasonably expected to strain storage or bandwidth (e.g. e-mailing large attachments instead of pointing to a location on a shared drive). Individual e-mail use will not interfere with others' use and enjoyment of Nevada State High School's e-mail system and services. E-mail use at Nevada State High School will comply with all applicable laws, all Nevada State High School policies, and all Nevada State High School contracts.

The following activities are deemed inappropriate uses of Nevada State High School e-mail systems and services, and are strictly prohibited:

- Use of e-mail for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading of computer viruses).
- Use of e-mail in any way that violates Nevada State High School's policies, rules, or administrative orders.
- Viewing, copying, altering, or deletion of e-mail accounts or files belonging to Nevada State High School or another individual without authorized permission.
- Sending of unreasonably large e-mail attachments. The total size of an individual e-mail message sent (including attachment) should be 5MB or less.
- Opening e-mail attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
- Sharing e-mail account passwords with another person, or attempting to obtain another person's e-mail account password. E-mail accounts are only to be used by the registered user.

Individual Name (print clearly)

Individual Signature

Date

- Excessive personal use of Nevada State High School e-mail resources. Nevada State High School allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with staff productivity, pre-empt any business activity, or consume more than a trivial amount of resources. Nevada State High School prohibits personal use of its e-mail systems and services for unsolicited mass mailings, non-Nevada State High School commercial activity, political campaigning, dissemination of chain letters, and use by non-employees.

Monitoring and Confidentiality

The e-mail systems and services used at Nevada State High School are owned by the company, and are therefore its property. This gives Nevada State High School the right to monitor any and all e-mail traffic passing through its e-mail system. This monitoring may include, but is not limited to, inadvertent reading by IT staff during the normal course of managing the e-mail system, review by the legal team during the e-mail discovery phase of litigation, observation by management in cases of suspected abuse or to monitor employee efficiency.

In addition, archival and backup copies of e-mail messages may exist, despite end-user deletion, in compliance with Nevada State High School's records retention policy. The goals of these backup and archiving procedures are to ensure system reliability, prevent business data loss, meet regulatory and litigation needs, and to provide business intelligence.

Backup copies exist primarily to restore service in case of failure. Archival copies are designed for quick and accurate access by company delegates for a variety of management and legal needs. Both backups and archives are governed by the company's document retention policies. These policies indicate that e-mail must be kept for up to seven (7) years.

If Nevada State High School discovers or has good reason to suspect activities that do not comply with applicable laws or this policy, e-mail records may be retrieved and used to document the activity in accordance with due process. All reasonable efforts will be made to notify an employee if his or her e-mail records are to be reviewed. Notification may not be possible, however, if the employee cannot be contacted, as in the case of employee absence due to vacation.

Use extreme caution when communicating confidential or sensitive information via e-mail. Keep in mind that all e-mail messages sent outside of Nevada State High School become the property of the receiver. A good rule is to not communicate anything that you wouldn't feel comfortable being made public. Demonstrate particular care when using the "Reply" command during e-mail correspondence to ensure the resulting message is not delivered to unintended recipients.

Reporting Misuse

Any allegations of misuse should be promptly reported to Dr. Johnathan Hawk, 702-953-2602 or jhawk@earlycollegenv.com. If you receive an offensive e-mail, do not forward, delete, or reply to the message. Instead, report it directly to the individual named above.

Disclaimer

Nevada State High School assumes no liability for direct and/or indirect damages arising from the user's use of Nevada State High School's e-mail system and services. Users are solely responsible for the content they disseminate. Nevada State High School is not responsible for any third-party claim, demand, or damage arising out of use the Nevada State High School's e-mail systems or services.

Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at Nevada State High School. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use on Nevada State High School's e-mail systems and services may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of e-mail access;
2. Disciplinary action according to applicable Nevada State High School policies;
3. Termination of employment; and/or
4. Legal action according to applicable laws and contractual agreements.

User Agreement

I have read and understand the E-mail and Internet Acceptable Use Policies. I understand if I violate the rules explained herein, I may face legal or disciplinary action according to applicable laws or company policy.

Individual Name (print clearly)

Individual Signature

Date