

Murray County Public Schools Smart Card ID Badges

Your Smart Card ID Badge is property of the Murray County Board of Education. It is understood by the recipient of this Badge that safety of our students, staff and facilities depends on maintaining each badge in a secure manner and following appropriate protocol. Badge holders shall follow the security rules listed below.

1. *Badges must be worn at ALL times while at work.*
2. *Badges must be displayed in the upper chest/neck area with picture visible at all times.*
3. *Badges cannot be loaned or given to any other individual.*
4. *Badges must be secured when not in use.*
5. *Lost or stolen badges must be immediately reported to the employee's immediate supervisor*

Failure to follow the rules set out above may result in disciplinary action for insubordination.

What should I do if I lose my ID Badge?

1. Send an e-mail with your name, position, and school to idbadge@murray.k12.ga.us (cc: your immediate supervisor).
2. If you do not have access to e-mail, inform your immediate supervisor for him/her to send an e-mail with the above information to idbadge@murray.k12.ga.us
3. All user rights and access codes will be deactivated then you will receive an e-mail informing you when and where to pick up your new ID Badge.
4. The replacement cost for a lost ID Badge will be \$10.00. You may pay with cash, exact change, or a check made payable to: Murray County Board of Education.

What should I do if I have a legal name change?

1. If you have a legal name change, send an e-mail with your former name, your new name, your current position and school to idbadge@murray.k12.ga.us (cc: your immediate supervisor).
2. If you do not have access to e-mail, inform your immediate supervisor for him/her to send an e-mail with the above information to idbadge@murray.k12.ga.us
3. Your legal name change will then be confirmed with the Personnel Department and Payroll Department. All appropriate legal documents must be on file in the Personnel and Payroll Department *before* a new ID Badge will be issued with your new name.
4. All user rights and access codes will be deactivated from your current ID Badge. You will receive an e-mail informing you when and where to pick up your new ID Badge.
5. The replacement cost for your ID Badge due to name change will be \$10.00. You may pay with cash, exact change, or a check made payable to: Murray County Board of Education.
6. At the time you pick up your new ID Badge, you will return your former ID Badge.

What should I do if I want my photo updated?

1. All photos are taken at the Central Office. If you want your photo updated contact Jennie Watson either by email: jennie.watson@murray.k12.ga.us or by phone to schedule a time for your photo to be taken. Once your photo is taken she will send it to the ID computer at the Technology Department office.
2. You will receive an email informing you when and where to pick up your new ID badge.
3. The replacement cost for an ID Badge due to a photo update is 10.00. You may pay with cash, exact change or a check made payable to: Murray County Board of Education.

***Badges that cannot be read clearly due to wear, damage or photo is
unrecognizable, due to fading, need to be replaced*** *(There is no charge if using photo on file)