



Muscatine Community School District Network and Electronic Mail Agreement Form for Employees of the Muscatine School District

This form will be used as a request for Electronic Mail or Network Access, as well as updating all accounts due to name changes (i.e. marriage, divorce).

As a user of the Muscatine Community School District network, I hereby agree to comply with the Network and Electronic Mail Agreement for Employees regarding communications over the network, while honoring all School Board Policies and Federal, State and Local statutes and regulations.

“In consideration for the privilege of using the Muscatine Community School District Internet computer accounts contained on it, the user hereby releases Muscatine Community School District, its operators and administrators from any and all claims of any nature arising from any use, or inability to use an Internet account. The user also agrees to abide by such rules and regulations of system usage as may be further added from time to time by the network administrators of the system.” *Board Policy 601.15 (2) paragraph 5*

Please print or type the following information:

First Name: _____ **Middle Initial:** _____ **Last Name:** _____

Title/Position: _____

School/Location: _____ **Telephone:** _____

Personal E-mail Account¹ (print legibly): _____

I currently have a District e-mail account: _____

My name has changed (list previous name): _____

By signing this form an electronic mail account and all network accounts necessary will be automatically created. Initial passwords will be assigned and users can and are encouraged to change their passwords regularly.

User Signature: _____ **Date:** _____

Building Principal/Supervisor: _____ **Date:** _____

(This agreement is good for the lifetime of the account. Staff members do not need to resubmit the form every year, except in the case of a name change)

To be completed by district technology staff:

Username: _____ Password (if new user): _____

¹ The process will be greatly sped up if we can email you your new email address, username and password. If left blank the request will be delivered through normal district mail in which case the school/location field must be complete.

Please make a copy for the user, one for the building, and send the original to the Technology Supervisor.



Muscatine Community School District Network and Electronic Mail Agreement for Employees of the Muscatine School District

This agreement covers all electronic accounts including but not limited to: Electronic mail, Microsoft Networking, Novell Networking, PowerSchool accounts, Google Apps, SuccessMaker, Novanet and all other student management software.

Network access and electronic mail are provided for staff to conduct research and communicate with others. The primary use of these resources should be for School District related business. Communications over the network are often public in nature, therefore general rules and standards for professional behavior and communications will apply. Users should not expect that electronic communications and/or files stored on District servers will be private.

The following activities are not permitted on District networks:

- ❖ Sending or displaying offensive messages or pictures
- ❖ Using obscene language
- ❖ Harassing, insulting or attacking others
- ❖ Violating copyright laws
- ❖ Sharing your password(s) with other users
- ❖ Trespassing in other users' folders, documents or files
- ❖ Utilizing the network for commercial purposes or personal gain
- ❖ Perpetuating electronic chain letters, Internet or Virus Hoaxes
- ❖ Deliberate damage to hardware or software
- ❖ Use of District computers for illegal activities

Section 601.15 and 601.15 (2) of School Board Policy is also applicable to this agreement

Reports of inappropriate behavior, violations, or complaints should be sent to the Technology Supervisor who will take appropriate action.

Network access and electronic mail accounts will only be established for employees who have signed the **Network and Electronic Mail Agreement** form.

Violations may result in a loss of access privileges, disciplinary action, or legal action.

“The use of the Internet is a privilege which may be revoked by the school administration at any time for abusive conduct.” *Board Policy 601.15 paragraph 3*