

EASTMONT SCHOOL DISTRICT

Staff ESDN Release Form

As a condition of my right to use the Eastmont School District Network (herein after referred to as ESDN), including use of email and the Washington K20 Network to access the Internet, I understand and agree with the following:

1. To abide by the ESDN Acceptable Use Policy and procedures (Policy No. 2314).
2. ESDN is not to be used for personal or commercial gain, including supporting or opposing political candidates or ballot measures. (i.e., giving away personal items, items for profit or advertising non district events etc.) Superintendent or designee must approve use of ESDN for charitable purposes in advance.
3. No expectation of privacy: ESDN accounts and content are owned by the District. The District retains the right to review, audit, intercept, access and disclose all material created, received, or sent over the network system.
4. No use of the system shall serve to disrupt the operation of the system by others (i.e., forwarding of chain letters); system components including hardware or software shall not be destroyed, modified or abused in any way.
5. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and or damage the components of a computer or computing system is prohibited.
6. Use of the system to access, store or distribute obscene or pornographic material is prohibited.
7. Use of blogs, wikis and public forums must be for the purpose of job-related professional use only. Use of such services may require a change to ESDN's filtering software.
8. Subscriptions to mailing lists, commercial on-line services and other information services must be for job-related purposes.
9. ESDN accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account login and password with another person or leave an open file or session unattended. Account owners are ultimately responsible for all activity under their account.
10. Users shall not seek information on, obtain copies of, modify files, data, or passwords belonging to other users, or misrepresent other users, or attempt to gain unauthorized access to any system.
11. Users should change passwords regularly and avoid easily guessed passwords.
12. Unauthorized installation, use, storage or distribution of copyrighted software or materials on ESDN computers is prohibited.
13. Diligent effort must be made to conserve system resources (i.e., users should frequently delete e-mail and unused files).
14. No personal computers may be used on the ESDN.
15. No donated equipment shall be accepted without prior approval from district technology coordinator.
16. Eastmont School District shall not be liable for any direct or indirect, incidental or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use ESDN.

I hereby release Eastmont School District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, ESDN/K20 Network.

No person shall have access to the system without having a signed ESDN Agreement on file. Violations of district policies or rules may result in appropriate disciplinary action up to and including termination.

Printed Name _____

School _____

Signature of User _____

Date _____

Return this signed form to building administration. This form will be placed in your Personnel file.
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