

**Redmond School District 2J**  
**Electronic Communications Agreement**  
**Staff and Guest User Accounts**

This packet contains information, general policy and guidelines, and an agreement to be signed to allow the use of electronic communications in the Redmond School District. It also contains District Policy and Administrative Regulations on Electronic Communication Systems.

Your use of electronic communications will allow you to access the Internet and world-wide information services. Through the Internet and associated networks you will have access to hundreds of databases, libraries, and computer services from all over the world. You may run across areas of adult content and some material you may find objectionable. We do not encourage access to such material and the agreement that follows specifically addresses issues of obscenity, profanity and offensive material. All Internet access is filtered and monitored.

Within this packet are three important sections. The first section contains the District's Electronic Communications Policy and Administrative Regulations. The second section contains the District's Electronic Communication Policy and Guidelines. The third section is the District's On-line Etiquette Guide. By signing below you agree to follow all the provisions contained within the three sections. The policy, administrative regulations, guidelines and etiquette guide should be kept for reference.

School District staff and authorized guest users must complete and sign this agreement to abide by District Policy, Administrative Regulations, General Policy and Guidelines and the On-line etiquette guide. This agreement will entitle a user to receive an account and password for access to the district's electronic communications system. A copy will be kept on file by the district technology coordinator.

Use of the district system is a privilege, not a right, which may be revoked at any time for abusive behavior. All users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and that violation can lead to prosecution.

**Application for Use of Electronic Communications**

I have read the District Policy, Administrative Regulations, General Policy and Guidelines and the on-line etiquette information contained in this packet and I agree to abide by the provisions contained herein. I understand that violation of the provisions stated will constitute suspension or revocation of privileges, and could lead to disciplinary action.

\_\_\_\_\_  
Staff Member/Guest Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Member/Guest Name (Print)

\_\_\_\_\_  
Building/Department

\_\_\_\_ Student Teacher/Intern

\_\_\_\_ Licensed Employee

\_\_\_\_ Classified Employee

\_\_\_\_ Confidential Employee

\_\_\_\_ Administrative Employee

\_\_\_\_\_  
E-mail Name (Print) first.last@redmondschools.org

\_\_\_\_\_  
Position

\_\_\_\_\_  
Employee Record ID (4 digits)