

**Lower Merion School District  
Computer Network  
Account Application Form  
(Return to Human Resources)**

**Account Owner (please print)**

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Position \_\_\_\_\_ Building \_\_\_\_\_

Supervisor/Principal \_\_\_\_\_

**Account Information (please print)**

\_\_\_\_\_ District Employee

\_\_\_\_\_ Temporary Employee                      Start Date \_\_\_\_\_ End Date \_\_\_\_\_

\_\_\_\_\_ Non-District Employee                      Relationship to District \_\_\_\_\_

Reason for Account \_\_\_\_\_

**Computer Account Policy**

Staff members are required to act in a responsible, ethical, and legal manner, in accordance with Policy #350/#450/#550, accepted rules of network etiquette, Federal and State law and all District policies prohibiting discrimination and harassment of others. Use of network should be work-related. Specifically, the following uses are prohibited:

1. Sharing confidential information on students or employees without appropriate authorization from Superintendent, Building Principal, or direct supervisor.
2. Sending or displaying offensive messages or pictures.
3. Assisting a campaign for election of any person to any office for the promotion of or opposition to any ballot proposition.
4. Using obscene language.
5. Harassing, insulting or attacking others.
6. Engaging in practices that threaten the network (e.g., loading files that may introduce a virus).
7. Violating copyright laws.
8. Using others' passwords.
9. Trespassing in others' folders, documents or files.
10. Intentionally wasting limited resources.
11. Employing the network for commercial purposes.
12. Violating regulations prescribed by the network provider.
13. Promoting, supporting or celebrating religion or religious institutions.
14. Sending email designated to all LMSD Staff Users without appropriate authorization.

15. Subscribing to mail lists not directly related to assigned School District job responsibilities.
16. Subscribing to any services that broadcast material via Internet that is not work-related.
17. Use of the network to facilitate illegal activity.
18. Use of the network for product advertisement or political lobbying.
19. Use of the network to send, receive, view or download visual depictions of obscenity, child or other pornography, or material that is harmful to minors (as those terms are defined in the Children's Internet Protection Act).
20. Intent to use the network to modify files, passwords, and data belonging to other users.
21. Impersonation of another user.
22. Destruction, modification, or abuse of network hardware and software.
23. Quoting personal communications in a public forum without the original author's prior consent.
24. Representation of personal views as the views of the District.

Violation of the guidelines listed above and/or District network policies and regulations may result in suspension or loss of the computer account.

All data stored or transmitted on school computers can and may be reviewed and employees have no privacy right with regard to such data.

I have read the above information.

Account Owner Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Supervisor/Principal Signature \_\_\_\_\_ Date \_\_\_\_\_