



Guest User Access Agreement

This form shall be used by the Renton School District leadership team to authorize various types of non-employees to gain access to district technology resources and/or to obtain a district identification badge. Submit Student Teacher/Counselor Intern ID badge or technology access forms to Human Resources. All other requests should be sent to the Business Office.

Renton School District Technology Responsible Use Policy (RUP)

Statement of Purpose

Renton School District teachers and students use technology and internet-based tools in their classrooms on a regular basis to support student learning and prepare students to engage in the rapidly changing world. These technologies improve student communication and collaboration skills, provide an authentic audience, and extend learning beyond the classroom walls while building digital citizenship skills. Student access to technology requires responsible, courteous, efficient, and legal use. Our goal in providing access to these resources is to enhance learning experiences and to educate students in responsible and appropriate use. It is important that students and parents recognize that information posted on the internet is public, permanent, and needs to be appropriate.

Terms of Agreement:

1. I agree to follow teachers'/building/district instructions when using technology.
2. I agree to be polite, considerate, and to use appropriate language.
3. I agree to report and/or help prevent any bullying, abuse, or harm of others.
4. I agree to tell an adult if I read, see, or access something inappropriate, or if I witness inappropriate use of technology.
5. I agree to follow all filters and security measures.
6. I agree to use technology carefully and to conserve district resources.
7. I agree not to share my passwords, except with my teacher or parent/guardian ([Family Educational Rights and Privacy Act or FERPA](#)).
8. I agree to use only my own files and folders. I will not access another individual's files and folders without his/her permission.
9. I agree not to reveal or post personal information belonging to myself or another person (i.e., passwords, addresses, or telephone numbers).
10. I agree to follow copyright laws.
11. I agree to follow the technology check-out process.

The signature(s) on the signature page are legally binding and indicate the signatory has read the terms of the agreement carefully and agrees to the conditions.



Guest User Access Agreement

As a condition of my use of Renton School District technology resources I understand and agree with the following:

1. I will abide by this Technology Resources User Agreement, FERPA (Family Educational Rights and Privacy Act), Washington State and Federal law, and all Renton School District Policies: (<http://www.rentonschools.us/Page/129>)
2. I agree that any information I access as a Guest on Renton School District systems will not be shared with unauthorized parties or used for personal gain.
3. I understand that authorized Renton School District personnel may review the activities and data stored accessed or created by users of its systems and there is no expectation of privacy.
4. I understand that access to technology resources is strictly for educational purposes and for conducting Renton School District business. Occasional incidental usage is permitted as long as it complies with district policies and does not create an undue impact to district technology systems.

Please submit Student Teacher / Counselor Intern requests to Human Resources. Submit all others guest requests to the Business Office. Incomplete or illegible forms will be returned to Leadership Team Sponsor and will cause delay.

RSD Leadership Team Sponsorship Information:

RSD Leadership Team Sponsor (print): _____ Title: _____

Leadership Team Sponsor Signature: _____ Date: _____

Guest Access Start Date: _____ Guest Access End Date: _____

Mark your calendar to request renewal

All Guest accounts will be locked annually on August 31st unless extended

An RSD Leadership Team sponsor may extend account access for one year by submitting a fully completed Technology Resources User Agreement within 30 days of the "Guest Access End Date" on file.

Guest Account Information:

Guest Name (print): _____ Gender (M/F): ____ Home/Employer Phone: _____

Contract Firm (contractor) or University (student teacher): _____

Home/Employer Street Address: _____ City: _____ Zip: _____

Type of Account:

___Stu Teach/Counselor Intern ___Contract Work ___Other, Please Specify: _____

Title (if applicable. example: Occupational Therapist, IT Contractor): _____

What is your current district computer login name (ex: j.doe): _____

Expected RSD Work Location (individual building names): _____

Guest Signature: _____ Date: _____