



ADMINISTRATIVE REGULATION **801.29**
Acceptable Email Use Agreement for District Users and Email Address Request

Name: _____	<input type="checkbox"/> Regular Employee (ESSA, FEA, Exempt) <input type="checkbox"/> Non-Regular Employee (all other not mentioned)
Position: _____	Location: _____

Section A, B & C must be completed if non-regular user box has been checked

Section A: Start Date: _____ End Date: _____	Section B (reason for email account): _____ _____
Section C: Supervisor's Signature: _____	

HR initials	Network Services initials	Email Address: _____	@k12northstar.org
		Password: _____	Employee # f

Email User Agreement

The use of the school district technology is required. Inappropriate use that violates the school district's policy and regulations may result in discipline up to and including termination.

The use of district computers must support the mission of the school district. All users are personally responsible for this provision when using district computers.

Transmission of any material in violation of any United States statute is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret.

District email may not be used for commercial, non-profit, political, or religious purposes.

If you have any questions about these rules, please contact Network Services. Be aware that the inappropriate use of electronic information resources may be a violation of school rules, local, state, and federal laws. Violators may be prosecuted..

Email Etiquette and Privacy

- You are expected to abide by the generally accepted rules of email etiquette. These rules include but are not limited to:
- CIVILITY: Never send, or encourage others to send, abusive emails or emails that malign, harass or disparage another person or group.
 - LANGUAGE: You are a representative of the district. Never swear, use vulgarities, or use any other inappropriate language.
 - PRIVACY: Do not reveal the personal addresses or phone numbers of students or colleagues.
 - DISRUPTION: Do not send district-wide or school-wide emails without permission. Do not initiate or forward chain emails.
 - REPRESENTATION: Clearly identify yourself as the author of emails. Do not send anonymous emails. Do not misrepresent the identity of the author of an email.

Security

If you identify a security problem with district computers, notify Network Services immediately. Never demonstrate the problem to other users. Never use the account of another individual. Never reveal your password to anyone. Any user identified as a security risk will be denied access to computers and may be liable for disciplinary action or prosecution.

Acceptance

I have read the Acceptable Email Use Agreement for District Users. I agree to use school district email or email accessed with district technology in a manner consistent with this agreement and school board policies and administrative regulations on technology.

_____/_____
 Employee's Signature Date: