<table>
<tr><td>Policy and/or Procedure Reference No.

Policy No. 6800

Procedure No. 6800.2P</td></tr>
</table>

Policy and/or Procedure Reference No.

Policy No. 6800

Procedure No. 6800.2P

Effective Date: 28 March 2007

Revised: August 2013

DATA NETWORK RESOURCES REGISTRATION FORM
SOFTWARE VENDOR APPLICATION SUPPORT
You may need access to one or more of the "systems" listed in Section 3 of this form. In order to access these systems, you must complete this registration form and follow the data network guidelines of conduct outlined in the attached Procedure 6800.2P ("Acceptable Use Procedure"). Clients must agree to hold harmless the Bellevue School District for any loss caused by failure to follow the guidelines and must understand that the District may terminate your system use at any time for any reason or no reason. Once your request has been submitted to the Help Desk, the appropriate accounts will be created for you and you will be notified by phone of how to access these accounts. Please contact the Help Desk at (425) 456-4321 if you have any questions about this form or the status of your request.

Section I: Company Name and Contact Information

Vendor Name _____

(Please **PRINT**)   Company Name   Contact   Telephone Number

Section 2: Name of Software System Being Supported: _____

System/Project Name

Section 3: Terms of Support

Windows accounts are provided to vendors of software systems to the Bellevue School District for the purpose of vendors connecting to the district electronically to provide technical support.

    i.   Implementation Support: Software vendor application support accounts are enabled during the implementation of a system to provide implementation support. Once implementation is completed, accounts are disabled, but not deleted. The expiration date of these accounts is set to the project end date. The BSD staff member requesting the account should specify the project end date at the end of this form.

    ii.   Post-implementation Technical Support: the Software vendor application support account is re-enabled temporarily for the purpose of the vendor providing technical support for the application in response to a specific issue. In this instance, the BSD staff member requesting the account be re-enabled should specify an expiration date, which may not be more than two weeks past the date of the request. If an expiration date is not provided, the account will automatically be expired one week after the date of the request.

The credentials for software vendor application support accounts may not be revealed to any person outside of the vendor's own organization, nor to any personnel within the Bellevue School District outside of the Technology Department. Should a vendor be asked by BSD personnel for the credentials for the account, or if the vendor is unsure whether the request for the credentials came from a user at BSD who is authorized to have the information, the vendor is to immediately report the request to the BSD Director of Technology, or the BSD Network Operations Manager, at (425) 456-4321.

Software vendor application support accounts may not be used to schedule any regular tasks; such tasks will fail to run when the account is subsequently disabled. If a Windows account is needed to run a regularly scheduled job, such a service account will be created and appropriately provisioned upon request to the BSD Network Operations Systems Administration team.

BELLEVUE SCHOOL DISTRICT NO. 405

Policy and/or Procedure Reference No.

Policy No. 6800

Procedure No. 6800.2P

Exhibit No. 6800.2P Exhibit B

Page 2 of 2

Effective Date: <u>28 March 2007</u>

Revised: August 2013

Section 4: Acceptable Use

All District network use of any kind is for educational purposes as stated in Procedure 6800.2P. You may not transfer or allow others to use your access privileges. Unauthorized use or violations of District policies/procedures may result in loss of privileges and/or prosecution. Account theft, file theft, violations of informational privacy, penetrations of harm to the operating system, and/or violations of District policies or applicable laws are prohibited. If inappropriate use or behavior is found to have occurred, the Bellevue School District reserves the right to suspend your use of the data network, impose any warranted discipline and/or refer for prosecution of a criminal act. Users must understand that the District may terminate system use at any time, in its sole discretion, for any reason or no reason.

Agreement

This agreement must be executed by a representative of the software vendor. It may not be executed by BSD staff in lieu of a vendor's representative.

1 have read and agreed to the provisions set forth on this form and to the standards for acceptable use as described in Procedure 6800.2P, "Acceptable Use of Electronic Resources." I further understand that if I publish work on District-supported Internet pages, I am not entitled to current or future compensation for that work from the Bellevue School District and that I must respect all federal copyright requirements.

Signed _____ Date _____

Section 5: Supervisor's Review (REQUIRED)

I have reviewed and approved the account for the above-named vendor.

Administrator Name / Position: _____

Administrator Signature: _____ Date _____

Building/Department: _____ **Project End Date:** _____