**APPENDIX D**

**HICKMAN COUNTY SCHOOLS**

# ELECTRONIC ACCESS/USER AGREEMENT

**Please check if you are: ___ student ___ certified employee ___ classified employee ___ community member**

**User's Name:** _____ _____ _____
Last First Middle Initial

**User's Address:** _____ _____ _____ _____
Street City State Zip Code

**User's Age:** _____ **Date of Birth:** _____ **Sex:** _____ **Phone #:** _____

**User's Grade (if applicable):** _____ **Homeroom/Classroom:** _____

As a user of the Hickman County School District's computer network, I hereby agree to comply with the District's Internet and Electronic Mail Rules and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or legal action may be taken.

The Board of Education supports the right of students, employees, and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner.

**User's Signature:** _____ **Date:** _____

**FOR STUDENTS UNDER 18 YEARS OF AGE:**
**The following section must be completed prior to independent access privileges being granted.**

As the parent or legal guardian of the student under 18 years of age (signature above), I grant permission for my child to access networked computer services such as electronic mail and the Internet. I understand that this access is designed for educational purposes; however, I also recognize that some materials on the Internet may be objectionable, and I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching, or exploring electronic information and media.

**Parent/Guardian Name:** _____

**Parent/Guardian Signature:** _____ **Date:** _____

**Daytime Phone:** _____ **Evening Phone:** _____

NOTE: FEDERAL LAW REQUIRES THE DISTRICT TO MONITOR ONLINE ACTIVITIES OF MINORS.
Per board policies 08.2323, 09.4261

**EMPLOYEE USE (Policy 08.2323)**

Employees shall use electronic mail only for purposes directly related to work activities.

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one's duties.) Each employee is responsible for his/her own password

**Employee's Signature:** _____ **Date:** _____