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Exhibit A—Letter to Parents Regarding Use of Online Technology Resources

Note to administrator: This letter needs to be attached to (EXHIBIT)—B, *Student Agreement for Acceptable Use of the District's Technology Resources*, so a parent signature may be obtained.

_____ *(date)*

Dear parent or guardian:

Your child has access to a variety of technology resources through the District, including online applications for use on or off campus. Resources such as online instructional material and videos, interactive tutorials, and many other web applications offer teachers, students, and families an unprecedented variety of tools to enhance effective teaching and learning.

All websites, digital subscriptions, and technology tools made available to students through the District have been vetted by the District's technology team for quality, appropriateness, online security, and data privacy. The specific resources available to your child will depend on your child's age and grade level and are outlined in the attached Student Agreement for Acceptable Use of the District's Technology Resources.

Additionally, the District contracts with certain providers of online educational services to provide District services and functions, including essential instructional and logistical programs such as the District's online grade book and the online lunch account management system. Where personally identifiable student information is implicated, service providers act as District officials and access only the information needed to perform the contracted service. These outside parties are under the District's direct control with respect to the use and maintenance of student data.

It is important that you and your child read the applicable District policies, administrative regulations, and student agreement form that is attached and discuss these requirements together.

If you have questions or need help understanding these materials, please contact Fatima Muniz, Chief Technology Officer at 432-240-1101.

Sincerely,

(Principal, Librarian, or Media Specialist)

Exhibit B—Student Agreement for Acceptable Use of the District's Technology Resources

Note: The District's terms for acceptable use of the District's technology resources are available on the District's website. ***[Select the phrase "District's website" and insert a hyperlink to the District's website.]***

You are being given access to the District-provided technology resources listed below.

With this educational opportunity comes responsibility. It is important that you and your parent or guardian read the applicable District policies, administrative regulations, and agreement form, and contact Fatima Muniz, Chief Technology Officer at 432-240-1101 if you have questions. Inappropriate use of the District's technology resources may result in revocation or suspension of the privilege to use these resources, as well as other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

The following guidelines apply to all District networks, email accounts, devices connected to the District's networks, and all District-owned devices used on or off school property, whether connected to the District's network or connected through a personal data plan or other means of access.

Additionally, the District prohibits bullying or harassment through electronic means regardless of the device used, the network used, or the location of use. [See District policies FFH and FFI.]

You are being given access to the following technology resources:

- A District email account;
- A District email account, including access to cloud-based (online) document storage, collaboration space *(for example, Google Apps for Education),* and software applications;
- District computer hardware, software, and printers on your school campus;
- District networks, including document storage space;
- Access to District-owned technology resources for use at home; and
- District-filtered internet access.

Please note that the internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material you (or your parent or guardian) might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for acceptable use.

If you are being issued a District-owned technology device, you will be given additional materials addressing the proper use, care, and return of these devices.

Rules for Acceptable Use

- District technology resources are primarily for instructional and educational purposes. Limited personal use is allowed only if the rules in this agreement are followed and the use does not interfere with schoolwork.
- If you are issued your own account and password, you must not share your account information with another person.
- District-owned devices and personal devices that allow access to District email or potentially sensitive student or employee records must be password-protected.
- You must remember that people who receive email or other communication from you through your school account might think your message represents the school's point of view.
- You must always keep your personal information and the personal information of others private. This includes names, addresses, photographs, or any other personally identifiable or private information.
- Students will not download or sign up for any online resource or application without prior approval from their teacher or other District administrator.
- Students age 13 or younger will not sign up for individual accounts but use an assigned District account.
- When communicating through email or other electronic means, you must use appropriate language and etiquette as you would when communicating face to face. Always be respectful.
- You must be sure to acknowledge the work and ideas of others when you reference them in your own work.
- You must immediately report any suspicious behavior or other misuse of technology to your teacher or other campus administrator.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.

Inappropriate Use

The following are examples of inappropriate use of technology resources that may result in loss of privileges or disciplinary action:

- Using the resources for any illegal purpose, including threatening school safety;
- Accessing the resources to knowingly alter, damage, or delete District property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or District policy;

- Damaging electronic communications systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable;
- Disabling or attempting to disable or bypass any internet filtering device;
- Using someone's account without permission;
- Pretending to be someone else when posting, transmitting, or receiving messages;
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmission, or receipt of electronic media;
- Using resources to engage in conduct that harasses or bullies others;
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including material that constitutes cyberbullying and "sexting;"
- Using inappropriate language such as cursing, vulgarity, ethnic or racial slurs, and any other inflammatory language;
- Posting personal information about yourself or others, such as addresses, phone numbers, or photographs, without permission, or responding to requests for personally identifiable information or contact from unknown individuals;
- Making appointments to meet in person people met online; if a request for such a meeting is received, it should be immediately reported to a teacher or administrator;
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder;
- Wasting school resources through the improper use of the District's technology resources, including sending spam; and
- Downloading unauthorized applications or software or gaining unauthorized access to restricted information or resources.

Reporting Violations

- You must immediately report to a supervising teacher, librarian, or media specialist any known or suspected violation of the District's applicable policies, cybersecurity plan, internet safety plan, or responsible-use guidelines. You may also report suspected misconduct as follows: emailing techhelp@midlandisd.net or calling 432-240-1100.
- You must report to a supervising teacher or the technology coordinator any requests for personally identifiable information or contact from unknown individuals, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

Student Acknowledgment

Name *(print)*:			
Grade:		School:	

I understand that my use of the District's technology resources is not private and that the District may monitor my activity.

I have read the District's technology resources policy, associated administrative regulations, and this user agreement, and I agree to abide by their provisions, including the District's guidelines for responsible online behavior and use of social networking websites. I understand that violation of these provisions may result in suspension or revocation of access to the District's technology resources or other disciplinary action in accordance with the Student Code of Conduct.

I understand that this user agreement must be renewed each school year.

Student's signature:		Date:	

Parent or Guardian Acknowledgment

Check one box.

☐ I do not give permission for my child to access the District's technology resources.

OR

I have read the District's technology resources policy, associated administrative regulations, and this user agreement. In consideration for the privilege of my child using the District's technology resources, I hereby release the District, its operators, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, these resources, including, without limitation, the type of damage identified in the District's policy and administrative regulations.

I understand that my child's use of the District's technology resources is not private and that the District may monitor my child's activity.

I understand that the District uses certain cloud-based (online) applications, meaning applications such as Google docs or Skyward Student Access that allow authorized individuals to access student information, including assignments and grades, through the internet for school-related purposes.

☐ I give permission for my child to access the District's technology resources, including District-approved online applications, and certify that the information contained on this form is correct.

Parent's or guardian's name *(print)*:			
Parent's or guardian's signature:		Date:	

Exhibit C—Employee Agreement for Acceptable Use of the District's Technology Resources

Note: The District's terms for acceptable use of the District's technology resources are available on the District's website. ***[Select the phrase "District's website" and insert a hyperlink to the District's website.]***

You are being given access to the District-provided technology resources listed below. It is important that you read the applicable District policies, administrative regulations, and this agreement form. [See policies CQ, CQB, and DH, and provisions on use of electronic media in the employee handbook.]

Please contact Fatima Muniz, Chief Technology Officer at 432-240-1101 if you have questions or need help understanding this material.

The following guidelines apply to all District networks, email accounts, devices connected to the District's networks, and all District-owned devices used on or off school property, whether connected to the District's network or connected through a personal data plan or other means of access.

Additionally, the District prohibits harassment through electronic means regardless of the device used, the network used, or the location of use. [See District policies DH, DIA, and FFH]

Inappropriate use of the District's technology resources may result in suspension or revocation of the privilege of using these resources, as well as other disciplinary or legal action, in accordance with applicable District policies, administrative regulations, and laws.

You are being given access to the following technology resources:

[Adjust the list to reflect the technology resources available to employees.]

- A District email account;
- A District email account, including access to cloud-based (online) document storage, collaboration space (for example, Google Apps for Education) and software;
- District computer hardware, software, and printers on your school campus;
- District networks, including document storage space;
- Access to District-owned technology resources for use at home; and
- District-filtered internet access.

Please note that the internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

If you are being issued a District-owned technology device that can be used off campus, you will be given additional materials addressing the proper use, care, and return of these devices.

Rules for Acceptable Use

- You will be assigned an individual account for access to approved District technology resources, and you are responsible for not sharing your password or other account information with others.
- District-owned devices and personal devices that allow access to District email or potentially sensitive student or employee records must be password-protected.
- District technology resources are primarily for instructional and educational purposes. Limited personal use is allowed only if the rules in this agreement are followed and the use does not interfere with your assigned duties.
- You must comply with the Public Information Act, the Family Educational Rights and Privacy Act (FERPA), and any other applicable law or policy regarding records retention and confidentiality of student and District records.
- You must maintain the confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.
- Please remember that all communications sent through District email accounts may be perceived as communications on behalf of the District. Consequently, all emails sent from District email accounts are subject to the District's acceptable use policy, and an employee who violates the policy may be disciplined accordingly.
- When communicating through email or other electronic means, you must use appropriate language and etiquette as you would when communicating face to face. Always be respectful.
- Only authorized District staff may communicate with District students through electronic means, including social media, email, and text messaging. If you are unsure whether or not you are authorized to communicate with a student through electronic means, ask your supervisor. [See DH]
- District devices, digital subscriptions, online learning resources, online applications, or other programs used for a District purpose must be approved by the technology coordinator or principal. District staff should not accept terms and conditions or sign user agreements on behalf of the District without preapproval.
- Potentially sensitive or confidential District records should not be sent, viewed, or stored using a device or application not approved by the District for official business use.
- You must immediately report any suspicious behavior or other misuse of technology to your supervisor or other campus administrator.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.

Inappropriate Use

The following are examples of inappropriate use of technology resources:

- Using the resources for any illegal purpose, including threatening school safety;
- Accessing the resources to knowingly alter, damage, or delete District property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or District policy;
- Damaging electronic communications systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable;
- Disabling or attempting to disable or bypass any internet filtering device;
- Encrypting communications to avoid security review;
- Using someone's account without permission;
- Pretending to be someone else when posting, transmitting, or receiving messages;
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmission, or receipt of electronic media;
- Using resources to engage in conduct that harasses others;
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including material that constitutes prohibited harassment and "sexting;"
- Using inappropriate language such as cursing, vulgarity, ethnic or racial slurs, and any other inflammatory language;
- Posting or transmitting pictures of students without obtaining prior permission from all individuals depicted or from parents or guardians of depicted students who are under the age of 18;
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder;
- Wasting school resources through improper use of the District's technology resources, including sending spam; and
- Gaining unauthorized access to restricted information or resources.

Consequences for Inappropriate Use

The following are possible consequences of inappropriate use of technology resources:

- Suspension of access to the District's technology resources;
- Revocation of the account; or

- Other disciplinary or legal action in accordance with the District's policies and applicable laws.

Reporting Violations

- You must immediately report to the technology coordinator any known or suspected violation of the District's applicable policies, cybersecurity plan, internet safety plan, or acceptable use guidelines.
- You must report to the technology coordinator requests for personally identifiable information, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

Return of Technology Resources and Records

- Upon leaving employment, or upon request from the Superintendent, you must return any District-owned equipment or resources in your possession.
- You must also return any District records, written or electronic, to the District. You must destroy (delete or shred) any copies of District information in your possession or control if directed to do so by the District.

I understand that my use of the District's technology resources is not private and that the District may monitor my activity.

I have read the District's technology resources policy, associated administrative regulations, and this user agreement and agree to abide by their provisions. In consideration for the privilege of using the District's technology resources, I hereby release the District, its operators, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, these resources, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

I understand that this user agreement must be renewed each school year.

Employee's name *(print)*:	
Employee's signature:	
Date:	

[Include this section only when the District allows an employee to use electronic instructional materials or technology equipment for the employee's personal business, and the District wishes to make the employee financially responsible for usage off school property in accordance with DG(LEGAL).]

I understand that in consideration for the District permitting me to use electronic instructional materials or technology equipment for personal business, I assume financial responsibility for

usage of such items off school property or outside a school-sponsored event. All use will be in accordance with applicable District policies, administrative regulations, and this agreement form. [See policies CQ and DH, and provisions on the use of electronic media in the employee handbook.]

I also understand that the District recommends that I obtain appropriate insurance for the equipment to cover loss, damage, or destruction. [See DG(LEGAL)]

Technology resource(s) issued:	***Maximum financial responsibility incurred in the event of loss, damage, or destruction:**

*Financial responsibility may be less than this amount based on the nature of the damage.

I understand that this user agreement must be renewed each school year.

Employee's name *(print)*:	
Employee's signature:	
Date:	

Exhibit D—Board Member Agreement for Acceptable Use of the District's Technology Resources

Note: The District's terms for acceptable use of the District's technology resources are available on the District's website. ***[Select the phrase "District's website" and insert a hyperlink to the District's website.]***

You are being given access to the District-provided technology resources listed below. It is important that you read the applicable District policies, administrative regulations, and this agreement form. [See policies BBI and CQ]

Please contact the Superintendent if you have questions or need help understanding this material.

The following guidelines apply to all District networks, email accounts, devices connected to the District's networks, and all District-owned devices used on or off school property, whether connected to the District's network or connected through a personal data plan or other means of access.

Inappropriate use of the District's technology resources may result in suspension or revocation of the privilege of using these resources, as well as other legal action, in accordance with applicable laws.

You are being given access to the following technology resources:

[Adjust the list to reflect the technology resources available to Board members.]

- A District email account;
- A District email account, including access to cloud-based (online) document storage;
- District computer hardware, software, and printers;
- District networks, including document storage space;
- Access to District-owned technology resources for use at home; and
- District-filtered internet access.

Please note that the internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

If you are being issued a District-owned technology device, you will be given additional materials addressing the proper use, care, and return of these devices.

Rules for Acceptable Use

- You will be assigned an individual account for access to approved District technology resources, and you are responsible for not sharing your password or other account information with others.
- District-owned devices and personal devices that allow access to District email or potentially sensitive student or employee records must be password-protected.
- District technology resources are to be used primarily for official duties, but some limited personal use is permitted.
- You must comply with the District's record management program, the Texas Open Meetings Act, the Public Information Act, the Family Educational Rights and Privacy Act (FERPA), campaign laws, and any other applicable laws.
- You must maintain confidentiality of student and District records.
- You must maintain the confidentiality of health or personnel information concerning District employees and colleagues, unless disclosure serves lawful professional purposes or is required by law.
- You must remember that people who receive email with a District address from you might think your message represents the District's point of view.
- Before use on a District device, digital subscriptions, online applications, or any other program requiring the user to accept terms of service, or a user agreement must be approved by the Superintendent.
- Copies of potentially sensitive or confidential District records should not be sent, viewed, or stored using an online application not approved by the District.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.

Inappropriate Use

The following are examples of inappropriate use of technology resources:

- Using the resources for any illegal purpose, including threatening school safety;
- Accessing the resources to knowingly alter, damage, or delete District property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or District policy;
- Damaging electronic communications systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable;
- Disabling or attempting to disable or bypass any internet filtering device; requests to disable a filtering device should be made to the Superintendent;

- Encrypting communications to avoid security review;
- Using someone's account without permission;
- Pretending to be someone else when posting, transmitting, or receiving messages;
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmission, or receipt of electronic media;
- Using resources to engage in conduct that harasses others;
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including material that constitutes prohibited harassment or "sexting;"
- Using inappropriate language such as cursing, vulgarity, ethnic or racial slurs, and any other inflammatory language;
- Posting or transmitting pictures of students without obtaining prior permission from all individuals depicted or from parents or guardians of depicted students who are under the age of 18;
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder;
- Wasting school resources through improper use of the District's technology resources, including sending spam; and
- Gaining unauthorized access to restricted information or resources.

Consequences for Inappropriate Use

The following are possible consequences of inappropriate use of technology resources:

- Suspension of access to the District's technology resources;
- Revocation of the account; or
- Other legal action in accordance with applicable laws.

Reporting Violations

- You must immediately report to the Superintendent any known or suspected violation of the District's applicable policies, cybersecurity plan, internet safety plan, or acceptable use guidelines.
- You must report to the Superintendent any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

Return of Technology Resources and Records

- Upon leaving the Board, you must return any District-owned equipment or resources in your possession.
- You must also return any District records, written or electronic, to the District. You must destroy (delete or shred) any copies of District information in your possession or control if directed to do so by the District.

I understand that my use of the District's technology resources is not private and that the District may monitor my activity.

I have read the District's technology resources policies, associated administrative regulations, and this user agreement and agree to abide by their provisions. [See policies BBI and CQ] In consideration for the privilege of using the District's technology resources, I hereby release the District, its operators, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, these resources, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

I understand that this user agreement must be renewed each school year.

Board member's name *(print)*:	
Board member's signature:	
Address:	
Phone number:	
Date:	

Exhibit E—Agreement for Acceptable Use of the District's Technology Resources by a Nonschool User

Note: The District's terms for acceptable use of the District's technology resources are available on the District's website. ***[Select the phrase "District's website" and insert a hyperlink to the District's website.]***

You are being given access to District-provided technology resources, meaning electronic communications systems and electronic equipment. It is important that you read the applicable District policies, administrative regulations, and this agreement form. please contact Fatima Muniz, Chief Technology Officer at 432-240-1101 if you have questions or need help understanding this material.

The following guidelines apply to all District networks, email accounts, devices connected to the District's networks, and all District-owned devices used on or off school property, whether connected to the District's network or connected through a personal data plan or other means of access.

Inappropriate use of the District's technology resources may result in suspension or revocation of the privilege of using these resources, as well as other legal action, in accordance with applicable laws.

You are being given access to the following technology resources:

[Adjust the list to reflect the technology resources available to nonschool users.]

- A District email account;
- A District email account, including access to cloud-based (online) document storage;
- District computer hardware, software, and printers;
- District networks, including document storage space;
- Access to District-owned technology resources for use at home; and
- District-filtered internet access.

Please note that the internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

Rules of Acceptable Use

- You will be held responsible at all times for the proper use of District technology resources, and the District may suspend or revoke your access if you violate the rules.

- If you are assigned an individual account, you are responsible for not sharing your password or other account information with others.

Inappropriate Use

The following are examples of inappropriate use of technology resources:

- Using the resources for any illegal purpose, including threatening school safety;
- Accessing the resources to knowingly alter, damage, or delete District property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or District policy;
- Damaging electronic communications systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable;
- Disabling or attempting to disable or bypass any internet filtering device;
- Encrypting communications to avoid security review;
- Using someone's account without permission;
- Pretending to be someone else when posting, transmitting, or receiving messages;
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmission, or receipt of electronic media;
- Using resources to engage in conduct that harasses or bullies others;
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including material that constitutes cyberbullying and "sexting;"
- Using inappropriate language such as cursing, vulgarity, ethnic or racial slurs, and any other inflammatory language;
- Posting, transmitting, or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder;
- Posting or transmitting pictures of students without obtaining prior permission from all individuals depicted or from parents or guardians of depicted students who are under the age of 18;
- Wasting school resources through improper use of the District's technology resources, including sending spam;
- Downloading, clipping/snipping, duplicating, or otherwise using information available from the District, even if it may be posted on the website, without first obtaining the District's permission; and

- Gaining unauthorized access to restricted information or resources.

Consequences for Inappropriate Use

The following are possible consequences of inappropriate use of technology resources:

- Suspension of access to the District's technology resources;
- Revocation of the account; or
- Other legal action in accordance with applicable laws.

Reporting Violations

- You must immediately report any known or suspected violation of the District's applicable policies, cybersecurity plan, internet safety plan, or acceptable use guidelines to the District's technology coordinator at please contact Fatima Muniz, Chief Technology Officer at 432-240-1101.
- You must report to the technology coordinator requests for personally identifiable information, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

I understand that my use of the District's technology resources is not private and that the District may monitor my activity.

I have read the District's technology resources policy, associated administrative regulations, and this user agreement and agree to abide by their provisions. In consideration for the privilege of using the District's technology resources, I hereby release the District, its operators, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, these resources, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

Nonschool user's name *(print)*:	
Nonschool user's signature:	
Address:	
Phone number:	
Date:	

Exhibit F—Staff Request for Approval of Technology Resources

Before use in the classroom, use with students, or administrative use, all online learning resources, online applications, digital subscription services, and other programs or technology applications requiring the user to accept terms of service or a user agreement must be approved by the Principal, Librarian, or Media Specialist.

To request to use such an online resource or technology application other than a District-approved resource, please complete and submit the following form.

Name *(print)*:	
Position:	
Date:	

If the resource will be used by students, which grade(s)?	

Please provide the name and description of the technology resource you are requesting to use. If you are requesting an online resource, please include a link to the resource and attach a copy of any service or product agreements and terms of service not available online.

Please check the applicable box:

- ☐ These are instructional resources required for an assignment. For additional information, see EF(LEGAL) and EF(LOCAL) or EFA(LOCAL), as applicable.
- ☐ These are supplemental resources not required for any assignments.

Describe how you plan to use the requested resource. What information, if any, will be shared? Who will have access to the resource? If for use by students, will students need to sign up for an account or download an application? Has parental permission, if required, been obtained?

For District's Internal Use Only

- ☐ Approved for use *(check one below)*
  - ☐ Additional parent or guardian notification and permission required
  - ☐ No additional notifications or permissions required

OR

- ☐ Not approved for use at this time

Reason:	