

## EMPLOYEE Access Release and Authorization Form

*Before using the Queensbury School data network, employees must sign this form and return it to the district computer office. A network account will then be created.*

*All employees should read and keep the attached Acceptable Computer Use Policy, Internet Safety Regulation, Acceptable Computer Use in Instruction Regulation and Internet Safety Policy for their reference.*

I understand the use of the data network and access to public networks (i.e. the Internet) is a privilege, and I agree to the following:

1. The Queensbury School District owns all material stored on any communications or computer system provided by the District. I hereby waive any rights I may otherwise have to such material.
2. All information and services available on the Internet and the data network are placed there for informational purposes.
3. The Queensbury School District does not warrant the function of the data network or any component accessible through the data network to meet any requirements that are beyond those established by the District, nor does it guarantee that the data network will be error free or uninterrupted. District staff members are not liable for damages incurred in connection with the use, operation, or one's inability to access the data network.
4. In consideration for using the data network and having access to public networks, I hereby release the Queensbury School District and its officers, employees, and agents from any claims and damages arising from my use or inability to access the data network.
5. I will abide by such rules as adopted by the Queensbury School District. I have read and agree to comply with the Acceptable Computer Use Policy, Internet Safety Regulation, Acceptable Computer Use in Instruction Regulation and Internet Safety Policy. I also understand that any violation of such rules is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action may be taken.

Name: (please print) \_\_\_\_\_

Building: \_\_\_\_\_ Position: \_\_\_\_\_

Initial Network Password: (if this is a new account) \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_

Notes: \_\_\_\_\_

***To be completed by District Computer Office:***

LOGIN ID: \_\_\_\_\_ Date Received: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Adoption date: May 13, 2002

Revised: October 13, 2009