

# CPS Non-Employee: Electronic Resource Access Form

## Authorization by CPS Supervising Employee (Supervising Employee Use Only)

New Account       Changing Building      From: \_\_\_\_\_      To: \_\_\_\_\_      Supervisor's Printed Name: \_\_\_\_\_      Supervisor's Signature: \_\_\_\_\_

Date Effective: \_\_\_\_\_

Role in the School: \_\_\_\_\_

School/Department where working: \_\_\_\_\_

Please select the access needed: \_\_\_ Network \_\_\_ Email \_\_\_ Schoology \_\_\_ Stu Share Drive \_\_\_ Tchr Share Drive  
Special Drive (Please specify) \_\_\_\_\_ Other \_\_\_\_\_

### **For Non-Employee to Complete:**

Completing the required information and signing the CPS Technology Usage Agreement below will allow you access to district resources. Please print legibly.

\*Note: All data stored in systems (email, files) will be deleted annually on June 30<sup>th</sup>. Please plan accordingly.

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

The following information is required in case you should lose your ID or password in order to verify the identity of the caller that is authorizing the password reset. THIS INFORMATION WILL BE KEPT CONFIDENTIAL AND WILL NOT BE SHARED!

Mothers Maiden Name: \_\_\_\_\_ Your Date of Birth: \_\_\_\_\_

### **TECHNOLOGY USAGE AGREEMENT**

Note: Individuals are encouraged to review all policies and procedures related to this information (EHB/GBH).

I have read the Columbia School District Technology Usage policy, administrative regulations, and guidelines and agree to abide by their provisions. I understand that violation of these Provisions may result in disciplinary action taken against me, including but not limited to suspension or revocation of my access to district technology, and termination.

I understand that my technology usage is not private and that the school district may monitor my use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of or access to all communications I send, receive, or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

I understand I am responsible for any unauthorized costs arising from my use of the district's technology resources. I understand that I am responsible for any damages to the district's technology due to my negligent or intentional misuse of the district's technology resources.

\_\_\_\_\_  
Account Holder

\_\_\_\_\_  
Date

User ID: \_\_\_\_\_ Server: \_\_\_\_\_ Date Entered: \_\_\_\_\_

AD \_\_\_ O \_\_\_ Schoology \_\_\_ Share \_\_\_ Special Drive \_\_\_

**Employee ID # :**

**Last Name:**

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Implemented: 03/11/2002

Legal Refs: §§ 170.051, 171.011, 177.011, .031, 431.055, .056, 537.525, 542.402, 569.093 - .099, 570.223, 610.010- .028, RSMo.  
Chapter 573, Revised Statues of Missouri (*passim*)  
P. L. 106-554, Children’s Internet Protection Act  
P.L. 99-058, 1000 Stat. 1848, Electronic Communications Privacy Act  
Family Educational Rights and Privacy Act, 20 U.S. C. § 1232 (g)  
Federal Wiretap Act, 18 U.S.C. § 2511 *et. seq.*

FILE: EHB-AF3

Critical

Stored Communications Act, 18 U.S.C. § 2701 *et. seq.*  
*Reno v. ACLU*, 117 S. Ct. 2329 (1997)  
*Ginsberg v. New York*, 390 U.S. 629 (1968)  
*FCC v. Pacifica Foundation*, 438 U.S. 726 (1978)  
*Hazelwood v. Kuhlmeier*, 484 U.S. 260 (1988)  
*Bethel Sch. District No. 403 v. Fraser*, 478 U.S. 675 (1986)  
*Sony Corporation of America v. Universal City Studios, Inc.*, 464 U.S. 417 (1984)  
*Henery by Henery v. City of St.Charles School District*, 200 F. 3d. 1128 (8<sup>th</sup> Cir. 1999)  
*Bystrom v. Fridley High Sch.*, 822 F. 2d 747 (8<sup>th</sup> Cir. 1987)  
*Urofsky v. Gilmore*, \_\_ F.3d \_\_ (4<sup>th</sup> Cir. 2000)  
*J.S. v. Bethlehem Area Sch. Dist.*, \_\_ A.2d \_\_ (Pa. Comw. 2000)  
*Beidler v. North Thurston Sch. Dist.*, No. 99-2-00236-6 (Wash. Super. Ct. July 18, 2000)

Columbia School District No. 93, Columbia, Missouri

User ID: _____	Server: _____	Date Entered: _____		
AD_____	O_____	Schoology_____	Share_____	Special Drive _____