



Anchorage School District

Internet and Electronic Mail Use Agreement

We are pleased to offer access to the Anchorage School District computer network, electronic mail and Internet access. Please note that it is your responsibility to read the Anchorage School District Electronic Communication (E-Mail) Procedure and the Internet Guidelines. A copy of the Procedure and Internet Guidelines is also provided on our website at www.asdk12.org/internet.

To obtain access to the ASD network the following procedures apply. Please check the appropriate box.

- Regular Staff Members** are required to sign this document upon hire. Email and Internet access will be automatically implemented. (Do not fax this form to IT. Maintain original in HR file.)
- Temporary or Substitute Staff** will be given access upon Supervisor's/Principal's request. Upon receipt of this form, IT will set up the account with an expiration date identified by the Supervisor/Principal. The expiration date is not to exceed one year from the hire date. (Fax this form to IT. Maintain original in HR file.)
- Long Term Sub moving to Regular Status** will have the expiration date of the email account removed. (Fax this form to IT. Maintain original in HR file.)
- Community Members and Interns** working with the District **are not** given Anchorage School District email accounts. However, at your request, your name may appear in the Anchorage School District Global Address List and District emails will be routed to your personal email account. (Send this original form to IT.)

Personal Email Address : _____

NOTE: The Tech Contact at your location will be notified when your account has been created.

Legal Name (Print): _____

Preferred First Name (E-Mail Name): _____ Birth Date: _____

School/Department: _____ Daytime Phone: _____

Social Security # _____

The Anchorage School District is not liable for any harm or injury that a user may suffer as a consequence of any inaccurate information the user may obtain through the Internet and Electronic Mail Services. By entering into this User Agreement, the user agrees to be bound by the release of liability and waives any and all rights to assert claims that may arise due to the use of these electronic services. (6 AAC 96.400-.420)

I have been given, and agree to review the Anchorage School District Electronic Communication (E-Mail) Procedure and the Internet Guidelines.

Signature: _____ Date: _____

To be completed by Supervisor or HR Staff member:

Authorizing Name and Title: _____

Authorizing Signature: _____ Date: _____

Expiration Date:(Non Regular Staff): _____

(This agreement is good for the lifetime of the account. Account will be deleted upon termination. Staff members do not need to resubmit the form every year.)