



Muscatine Community School District Network and Electronic Mail Agreement Form for Employees of the Muscatine School District

This form will be used as a request for Electronic Mail or Network Access, as well as updating all accounts due to name changes (i.e. marriage, divorce).

As a user of the Muscatine Community School District network, I hereby agree to comply with the Network and Electronic Mail Agreement for Employees regarding communications over the network, while honoring all School Board Policies and Federal, State and Local statutes and regulations.

“In consideration for the privilege of using the Muscatine Community School District Internet computer accounts contained on it, the user hereby releases Muscatine Community School District, its operators and administrators from any and all claims of any nature arising from any use, or inability to use an Internet account. The user also agrees to abide by such rules and regulations of system usage as may be further added from time to time by the network administrators of the system.” *Board Policy 601.15 (2) paragraph 5*

Please print or type the following information:

First Name: _____ **Middle Initial:** _____ **Last Name:** _____

Title/Position: _____

School/Location: _____ **Telephone:** _____

Personal E-mail Account¹ (print legibly): _____

I currently have a District e-mail account: _____

My name has changed (list previous name): _____

By signing this form an electronic mail account and all network accounts necessary will be automatically created. Initial passwords will be assigned and users can and are encouraged to change their passwords regularly.

User Signature: _____ **Date:** _____

Building Principal/Supervisor: _____ **Date:** _____

(This agreement is good for the lifetime of the account. Staff members do not need to resubmit the form every year, except in the case of a name change)

To be completed by district technology staff:

Username: _____	Password (if new user): _____
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¹ The process will be greatly sped up if we can email you your new email address, username and password. If left blank the request will be delivered through normal district mail in which case the school/location field must be complete.

Please make a copy for the user, one for the building, and send the original to the Technology Supervisor.