



Salinas Union High School District

Network/E-Mail /Internet Employee Acceptable Use Policy

EMPLOYEE SIGNATURE PAGE

EMPLOYEE:

I will take personal responsibility to abide by the provisions and conditions of the SUHSD's *Acceptable Use Policy* and the acceptable and the prohibited uses outlined therein. I recognize that it is impossible for the SUHSD to prevent access to all controversial materials, and I will not hold the District responsible for materials found or acquired on the network.

I understand that my duty for student supervision during student Internet access in the classroom is the same as my duty for any other classroom activity. I will not be held responsible for student's access to the Internet without my knowledge or consent during times when I am not present or responsible for the supervision of students. I further understand that if I violate this policy, my access may be revoked and appropriate disciplinary and/or legal action may be taken.

USER INFORMATION:

Name: *(please print clearly)* _____

School or Site: _____ Position: _____

By signing this form, you are stating that you have read the *Acceptable Use Policy* and will abide by its conditions. Your response will be kept on file for future reference.

Employee Signature: _____ Date: _____

Note: Please send this form via intra-district mail to the Human Resources Department at the District Office. New accounts are handled as soon as possible in the order received. Please allow up to several days for processing during busy periods such as the start of the school year. If you have any questions, please call the technology help desk at 831-796-7070 for more information.

FOR HUMAN RESOURCES AND INFORMATION TECHNOLOGY DEPARTMENT USE ONLY!

Certified Classified

Received By HR: _____ Date Received: _____

Substitute For: _____ Expired Date: _____

Processed By IT: _____ Date Processed: _____

Accounts Created:
 Network Email SIS