

**CPS GROUP ID SETUP And TECHNOLOGY USAGE AGREEMENT**

Completion of this form will allow the IITS staff to create login identification for users. All fields that apply must be filled out. Becoming a registered user gives you GroupWise calendar and email privileges. The **Technology Agreement** must be signed to access the internet on the CPS network. An email account will be created after IITS staff has received the form. **PLEASE PRINT** each item line for readability. Do not use "handles" or false names. Any misuse of the Columbia Public Schools account will cause the account to be disabled. **Your account cannot be processed if all information is not complete and legible.**

Resource/Calendar Name: \_\_\_\_\_

Name Owner\Manager: \_\_\_\_\_ Employee ID # \_\_\_\_\_

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

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

Name of additional Users: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

School or Administrative location of Account: \_\_\_\_\_  
(List the building you plan to be at most)

Job Title of User(s): \_\_\_\_\_  
(Title must contain grade level taught and subject or Administrative department.)

School Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

The following information is required in case you should lose your ID or password to identify the caller that is receiving the information. **THIS INFORMATION WILL BE KEPT CONFIDENTIAL AND WILL NOT BE SHARED!**

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

**Account Deletion :**

User Name: \_\_\_\_\_ Date Effective: \_\_\_\_/\_\_\_\_/\_\_\_\_

Location of Account to Delete: \_\_\_\_\_

The user ID that is created will be sent to the Media Specialist in your school. If you have problems logging in to the server contact your schools Media Specialist first.

**Only one account per employee is allowed. Please, inform us of accounts at prior locations. Completed forms will process faster than uncompleted.**

USER ID: \_\_\_\_\_ SERVER: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_/\_\_\_\_/\_\_\_\_ DATE ENTERED: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Group ID # :**

**Account Owner:**

TECHNOLOGY USAGE  
(Employee Technology Agreement)

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.

\_\_\_\_\_  
Signature of Account Owner

\_\_\_\_\_  
Date

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Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

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)

