

TECHNOLOGY RESOURCES

CQ
(EXHIBIT)

See the following for forms related to use of District technology resources:

- Exhibit A: Letter for Parents of Users of District Technology Resources — 1 page
- Exhibit B: Student Agreement for Acceptable Use of District and Personal Technology Resources on Campus — 6 pages
- Exhibit C: Employee Agreement for Acceptable Use of District and Personal Technology Resources on Campus — 5 pages
- Exhibit D: Board Member Agreement for Acceptable Use of District and Personal Technology Resources on Campus — 3 pages
- Exhibit E: Nonschool User Agreement for Acceptable Use of District and Personal Technology Resources on Campus — 4 pages

EXHIBIT A

**LETTER FOR PARENTS OF USERS OF
DISTRICT TECHNOLOGY RESOURCES**

Dear Parents:

Your child has an opportunity to be given access to the District's technology resources, meaning electronic communication systems and electronic equipment, and needs your permission to do so.

With this educational opportunity, comes responsibility. It is important that you and your child read the enclosed District policy, administrative regulations, and agreement form and discuss these requirements together. If you have questions or need help understanding these materials, please contact the technology director at (903) 845-5508. Inappropriate use of the District's technology resources may result in revocation or suspension of the privilege to use these educational tools, as well as other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

As a user of the District's technology resources, your child will be able to access:

- An unlimited number of databases, libraries, and resources;
- The Internet and other electronic information systems/networks, which can be used to communicate with schools, colleges, organizations, and individuals around the world; and
- Shared electronic equipment, which may have stored temporary Internet and electronic files of other users.

Please be aware that the Internet is an association of diverse communication and information networks. While the District is required by federal law to use technology protection measures to limit access to material considered harmful or inappropriate to students, it may not be possible for us to absolutely prevent such access. Despite our best efforts and beyond the limits of filtering technology, your child may run across areas of adult content and some material you might find objectionable.

Please return the attached agreement form indicating your permission or denial of permission for your child to access the District's technology resources.

If your child is being issued a District-owned technology device, you will be given additional materials addressing the proper use, care, and return of these devices.

Sincerely,

Principal or Technology Director

EXHIBIT B

**STUDENT AGREEMENT FOR ACCEPTABLE USE OF
DISTRICT AND PERSONAL TECHNOLOGY RESOURCES ON CAMPUS**

You are being given access to the District's technology resources, meaning electronic communication systems and electronic equipment.

With this educational opportunity comes responsibility. It is important that you read the applicable District policies, administrative regulations, and agreement form and contact the technology director at (903) 845-5508 if you have questions. Inappropriate use of the District's technology resources may result in revocation or suspension of the privilege to use these resources, as well as other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

As a user of the District's technology resources, you will be able to access:

- An unlimited number of databases, libraries, and resources;
- The Internet and other electronic information systems/networks, which can be used to communicate with schools, colleges, organizations, and individuals around the world; and
- Shared electronic equipment, which may have stored temporary Internet and electronic files of other users.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material you (or your parents) might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

If you are being issued a District-owned technology device, you will be given additional materials addressing the proper use, care, and return of these devices.

RULES FOR APPROPRIATE USE

- You will be assigned an individual account for hardware and Internet access, and you are responsible for not sharing the password for that account with others.
- The account is to be used mainly for educational purposes, but some limited personal use is permitted.
- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.
- When using a personal device for instructional purposes while on campus, you must use the District's wireless Internet services and are prohibited from using a personal

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wireless service. The District's wireless network system must be disconnected from the device when the device is not being used for instructional purposes.

- When accessing the District's technology resources using your personal device, you must follow the District's technology resources policy and associated administrative regulations, including the acceptable use agreement you signed for access to the District's technology resources.
- When not using the personal device for instructional purposes while on campus, you must follow the rules and guidelines for noninstructional use as published in the student handbook. These require the device to be turned off.

INAPPROPRIATE USES

- Using the resources for any illegal purpose.
- Accessing the resources to knowingly alter, damage, or delete District property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or District policy.
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable.
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.
- Using someone's account without permission.
- Pretending to be someone else when posting, transmitting, or receiving messages.
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmittal, or receipt of electronic media.
- Using resources to engage in conduct that harasses or bullies others.
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including material that constitutes cyberbullying and "sexting."
- Using e-mail or Websites to engage in or encourage illegal behavior or to threaten school safety.
- Using inappropriate language such as swear words, vulgarity, ethnic or racial slurs, and any other inflammatory language.
- Posting personal information about yourself or others, such as addresses and phone numbers.

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- Responding to requests for personally identifying information or contact from unknown individuals.
- Making appointments to meet in person people met online. If a request for such a meeting is received, it should be reported to a teacher or administrator immediately.
- Posting or transmitting pictures of other students without obtaining prior permission from all individuals depicted or from parents of depicted students who are under the age of 18.
- If a student is taking pictures for school or at school functions, then the GPS (Global Positioning Satellite) setting must be turned off on the student's device.
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder.
- Wasting school resources through the improper use of the District's technology resources, including sending spam.
- Gaining unauthorized access to restricted information or resources.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the District's technology resources;
- Revocation of the account;
- Revocation of permission to use personal electronic devices for instructional purposes while on campus; or
- Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

REPORTING VIOLATIONS

- You must immediately report any known violation of the District's applicable policies, Internet safety plan, or acceptable use guidelines to a supervising teacher or the technology coordinator.
- You must report to a supervising teacher or the technology coordinator any requests for personally identifying information or contact from unknown individuals, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

The District is not responsible for damage to or loss of devices brought from home.

**STUDENT AGREEMENT FOR ACCEPTABLE USE OF
DISTRICT AND PERSONAL TECHNOLOGY RESOURCES ON CAMPUS**

STUDENT

Name: _____ Grade: _____

School: _____ Device: _____

Mac Address: _____

I understand that my use of the District's technology resources including the District's wireless Internet services is not private and that the District will monitor my activity.

I have read the District's technology resources policy, associated administrative regulations, and this user agreement and agree to abide by their provisions, including the District's guidelines for appropriate online behavior and use of social networking websites. I understand that violation of these provisions may result in suspension or revocation of access to the District's technology resources and/or suspension or revocation of permission to use my personal electronic device(s) for instructional purposes while on campus.

Student's signature: _____ Date: _____

PARENT

I do not give permission for my child to access the District's technology resources.

OR

I have read the applicable District policies, associated administrative regulations, and this user agreement regarding the District's technology resources and use of student-owned electronic devices. In consideration for the privilege of my child using the District's technology resources, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, these resources, including, without limitation, the type of damage identified in the District's policies and administrative regulations.

I give permission for my child to access the District's technology resources and for my child to use his or her personal electronic device(s) at school for instructional purposes while on campus and certify that the information contained on this form is correct.

Signature of parent: _____ Date: _____

**Failure to sign this does not take away or diminish the responsibility
of the student to abide by these rules.**

EXHIBIT C

**EMPLOYEE AGREEMENT FOR ACCEPTABLE USE OF
DISTRICT AND PERSONAL TECHNOLOGY RESOURCES ON CAMPUS**

You are being given access to the District's technology resources, meaning electronic communication systems and electronic equipment. It is important that you read the applicable District policies, administrative regulations, and agreement form. [See policies CQ and DH, and provisions on use of electronic media in the employee handbook] Please contact the technology director at (903) 845-5508 if you have questions or need help understanding this material.

Inappropriate use of the District's technology resources may result in revocation or suspension of the privilege of using these resources, as well as other disciplinary or legal action, in accordance with applicable District policies, administrative regulations, and laws.

As a user of the District's technology resources, you will be able to access:

- An unlimited number of databases, libraries, and resources;
- The Internet and other electronic information systems/networks, which can be used to communicate with schools, colleges, organizations, and individuals around the world; and
- Shared electronic equipment, which may have stored temporary Internet and electronic files of other users.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

If you are being issued a District-owned technology device that can be used off campus, you will be given additional materials addressing the proper use, care, and return of these devices.

RULES FOR APPROPRIATE USE

- You will be assigned an individual account for hardware and Internet access, and you are responsible for not sharing the password for that account with others.
- The account is to be used mainly for educational purposes, but some limited personal use is permitted.
- You must comply with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student and District records.
- You must maintain the confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.

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- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.
- When using a personal device for instructional purposes while on campus, you must use the District's wireless Internet services and are prohibited from using a personal wireless service. The District's wireless network system must be disconnected from the device when the device is not being used for instructional purposes.
- When accessing the District's technology resources using your personal device, you must follow the District's technology resources policy and associated administrative regulations, including the acceptable use agreement you signed for access to the District's technology resources.

INAPPROPRIATE USES

- Using the resources for any illegal purpose.
- Accessing the resources to knowingly alter, damage, or delete District property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or District policy.
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable.
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.
- Using someone's account without permission.
- Pretending to be someone else when posting, transmitting, or receiving messages.
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmittal, or receipt of electronic media.
- Using resources to engage in conduct that harasses or bullies others.
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including material that constitutes cyberbullying and "sexting."
- Using e-mail or Websites to engage in or encourage illegal behavior or to threaten school safety.
- Using inappropriate language such as swear words, vulgarity, ethnic or racial slurs, and any other inflammatory language.
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder.

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- Posting or transmitting pictures of students without obtaining prior permission from all individuals depicted or from parents of depicted students who are under the age of 18.
- If a staff member is taking pictures for school or at school functions, then the GPS (Global Positioning Satellite) setting must be turned off on the staff member's device.
- Wasting school resources through improper use of the District's technology resources, including sending spam.
- Gaining unauthorized access to restricted information or resources.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the District's technology resources;
- Revocation of the account;
- Revocation of permission to use personal electronic devices for instructional purposes while on campus; or
- Other disciplinary or legal action, in accordance with the District's policies and applicable laws.

REPORTING VIOLATIONS

- You must immediately report any known violation of the District's applicable policies, Internet safety plan, or acceptable use guidelines to the technology coordinator.
- You must report requests for personally identifying information, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal to the technology coordinator.

RETURN OF TECHNOLOGY RESOURCES AND RECORDS

- Upon leaving employment, or upon request from the Superintendent, you must return any District-owned equipment or resources in your possession.
- You must also return any records, written or electronic, to the District for records retention if you have reason to believe you are retaining the sole copy of a record subject to records retention requirements. You must destroy (delete or shred) any other confidential records remaining in your possession.

The District is not responsible for damage to or loss of devices brought from home.

**EMPLOYEE AGREEMENT FOR ACCEPTABLE USE OF
DISTRICT AND PERSONAL TECHNOLOGY RESOURCES ON CAMPUS**

I understand that my use of the District's technology resources is not private and that the District will monitor my activity.

I have read the District's technology resources policy, associated administrative regulations, and this user agreement and agree to abide by their provisions. In consideration for the privilege of using the District's technology resources, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, these resources, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

Technology resource(s) issued:	Age of Device

I wish to use the following personal telecommunications or other electronic device for instructional purposes while on campus:

Device: _____

Mac Address: _____

I understand that this user agreement must be renewed each school year.

Name: _____

Signature: _____ Date: _____

**Failure to sign this does not take away or diminish the responsibility
of the employee to abide by these rules.**

EXHIBIT D

**BOARD MEMBER AGREEMENT FOR ACCEPTABLE USE
OF DISTRICT AND PERSONAL TECHNOLOGY RESOURCES ON CAMPUS**

You are being given access to the District's technology resources, meaning electronic communication systems and electronic equipment. It is important that you read the applicable District policies, administrative regulations, and agreement form. [See policies BBI and CQ] Please contact the technology director at (903) 845-5508, if you have questions or need help understanding this material.

Inappropriate use of the District's technology resources may result in suspension or revocation of the privilege of using these resources, as well as other legal action, in accordance with applicable laws.

As a user of the District's technology resources, you will be able to access:

- An unlimited number of databases, libraries, and resources;
- The Internet and other electronic information systems/networks, which can be used to communicate with schools, colleges, organizations, and individuals around the world; and
- Shared electronic equipment, which may have stored temporary Internet and electronic files of other users.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material you might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

If you are being issued a District technology device that can be used off campus, you will be given additional materials addressing the proper use, care, and return of these devices.

RULES FOR APPROPRIATE USE

- You will be assigned an individual account for hardware and Internet access, and you are responsible for not sharing the password for that account with others.
- The account is to be used primarily for official duties, but some limited personal use is permitted.
- You must comply with the District's record management program, the Texas Open Meetings Act, the Public Information Act, the Family Educational Rights and Privacy Act (FERPA), and campaign laws.
- You must maintain confidentiality of student and District records.

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- You must maintain the confidentiality of health or personnel information concerning District employees and colleagues, unless disclosure serves lawful professional purposes or is required by law.
- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.
- When using a personal device for board meetings while on campus, you must use the District's wireless Internet services and are prohibited from using a personal wireless service. The District's wireless network system must be disconnected from the device when the device is not being used for instructional purposes.
- When accessing the District's technology resources using your personal device, you must follow the District's technology resources policy and associated administrative regulations, including the acceptable use agreement you signed for access to the District's technology resources.

INAPPROPRIATE USES

- Using the resources for any illegal purpose.
- Accessing the resources to knowingly alter, damage, or delete District property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or District policy.
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable.
- Disabling or attempting to disable any Internet filtering device. Requests to disable a filtering device should be made to the Superintendent.
- Encrypting communications to avoid security review.
- Using someone's account without permission.
- Pretending to be someone else when posting, transmitting, or receiving messages.
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmittal, or receipt of electronic media.
- Using resources to engage in conduct that harasses or bullies others.
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including material that constitutes cyberbullying and "sexting."

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- Using e-mail or Websites to engage in or encourage illegal behavior or to threaten school safety.
- Using inappropriate language such as swear words, vulgarity, ethnic or racial slurs, and any other inflammatory language.
- Posting or transmitting pictures of students without obtaining prior permission from all individuals depicted or from parents of depicted students who are under the age of 18.
- If a Board member is taking pictures for school or at school functions, then the GPS (Global Positioning Satellite) setting must be turned off on the Board member's device.
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder.
- Wasting school resources through improper use of the District's technology resources, including sending spam.
- Gaining unauthorized access to restricted information or resources.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the District's technology resources;
- Revocation of the account;
- Revocation of permission to use personal electronic devices for board meeting purposes while on campus; or
- Other legal action, in accordance with applicable laws.

REPORTING VIOLATIONS

- You must immediately report any known violation of the District's applicable policies, Internet safety plan, or acceptable use guidelines to the technology coordinator.
- You must report requests for personally identifying information, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal to the technology coordinator.

RETURN OF TECHNOLOGY RESOURCES AND RECORDS

- Upon leaving the Board, you must return any District-owned equipment or resources in your possession.
- You must also return any records, written or electronic, to the District for records retention if you have reason to believe you are retaining the sole copy of a record subject to records retention requirements. You must destroy (delete or shred) any other confidential records remaining in your possession.

The District is not responsible for damage to or loss of devices brought from home.

**BOARD MEMBER AGREEMENT FOR ACCEPTABLE USE
OF DISTRICT AND PERSONAL TECHNOLOGY RESOURCES ON CAMPUS**

I understand that my use of the District's technology resources is not private and that the District will monitor my activity.

I have read the District's technology resources policies [see policies BBI and CQ], associated administrative regulations, and this user agreement and agree to abide by their provisions. In consideration for the privilege of using the District's technology resources, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, these resources, including, without limitation, the type of damages identified in the District's policy and administrative regulations. I wish to use the following personal telecommunications or other electronic device for instructional purposes while on campus:

Device: _____

Mac Address: _____

I understand that this user agreement must be renewed each school year.

Signature: _____

Home Address: _____

Date: _____ Home/Mobile phone number: _____

**Failure to sign this does not take away or diminish the responsibility
of the Board Member to abide by these rules.**

EXHIBIT E

NONSCHOOL USER AGREEMENT FOR ACCEPTABLE USE OF THE DISTRICT AND PERSONAL TECHNOLOGY RESOURCES ON CAMPUS

You are being given access to the District's technology resources, meaning electronic communication systems and electronic equipment. It is important that you read the applicable District policies, administrative regulations, and agreement form. Please contact the technology director at (903) 845-5508 if you have questions or need help understanding this material.

Inappropriate use of the District's technology resources may result in suspension or revocation of the privilege of using these resources, as well as other legal action, in accordance with applicable laws.

As a user of the District's technology resources, you will be able to access:

- An unlimited number of databases, libraries, and resources;
- The Internet and other electronic information systems/networks, which can be used to communicate with schools, colleges, organizations, and individuals around the world; and
- Shared electronic equipment, which may have stored temporary Internet and electronic files of other users.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material you might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

RULES FOR APPROPRIATE USE

- You will be held responsible at all times for the proper use of District technology resources, and the District may suspend or revoke your access if you violate the rules.
- If you are assigned an individual account, you are responsible for not sharing the password for that account with others.
- When accessing the District's technology resources using your personal device, you must follow the District's technology resources policy and associated administrative regulations, including the acceptable use agreement you signed for access to the District's technology resources.

INAPPROPRIATE USES

- Using the resources for any illegal purpose.

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- Accessing the resources to knowingly alter, damage, or delete District property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or District policy.
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable.
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.
- Using someone's account without permission.
- Pretending to be someone else when posting, transmitting, or receiving messages.
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmittal, or receipt of electronic media.
- Using resources to engage in conduct that harasses or bullies others.
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including material that constitutes cyberbullying and "sexting."
- Using e-mail or Websites to engage in or encourage illegal behavior or to threaten school safety.
- Using inappropriate language such as swear words, vulgarity, ethnic or racial slurs, and any other inflammatory language.
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder.
- Posting, transmitting, or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Posting or transmitting pictures of students without obtaining prior permission from all individuals depicted or from parents of depicted students who are under the age of 18.
- If a nonschool user is taking pictures for school or at school functions, then the GPS (Global Positioning Satellite) setting must be turned off on the nonschool user's device.
- Wasting school resources through improper use of the District's technology resources, including sending spam.
- Gaining unauthorized access to restricted information or resources.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the District's technology resources;
- Revocation of the account;

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- Revocation of permission to use personal electronic devices for board meeting purposes while on campus; or
- Other legal action, in accordance with applicable laws.

REPORTING VIOLATIONS

- You must immediately report any known violation of the District's applicable policies, Internet safety plan, or acceptable use guidelines to the technology coordinator.
- You must report requests for personally identifying information, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal to the technology coordinator.

The District is not responsible for damage to or loss of devices brought from home.

**NONSCHOOL USER AGREEMENT FOR ACCEPTABLE USE OF THE
DISTRICT AND PERSONAL TECHNOLOGY RESOURCES ON CAMPUS**

I understand that my use of the District's technology resources is not private and that the District will monitor my activity.

I have read the District's technology resources policy, associated administrative regulations, and this user agreement and agree to abide by their provisions. In consideration for the privilege of using the District's technology resources, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, these resources, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

Device: _____

Mac Address: _____

I understand that this user agreement must be renewed each school year.

Signature: _____ Date: _____

Home address: _____ Home phone number: _____

**Failure to sign this does not take away or diminish the responsibility
of the nonschool user to abide by these rules.**