



**NOVATO UNIFIED SCHOOL DISTRICT**

**Application for  
ELECTRONIC MAIL ADDRESS**

**Complete this form, read and sign the contract on back page.**

***Please print legibly.***

- **Name** \_\_\_\_\_
- **Position** \_\_\_\_\_
- **Work Location:** \_\_\_\_\_

**Novato Unified School District Information Services department does not provide support for users connecting from home.**

**If you need help in configuring your home computer, the following vendors will provide support for a fee:**

**PC users, contact**            **BCSA**  
**385 Bel Marin Keys Blvd. Suite C, Novato, CA 94949**  
**415.382.1227**

**Mac users, contact**        **Macrepair**  
**7075 Redwood Boulevard, Suite G**  
**415.892.0888**

***Important:***

**Please read and sign the Use Agreement on the back of this form.**

**Return form to:**

**Information Services  
1015 Seventh Avenue  
Novato, CA 94947**

<b><i>for office use only</i></b>			
<input type="checkbox"/> Active Directory	<input type="checkbox"/> Script	<input type="checkbox"/> New User List	<input type="checkbox"/> Instructions
<input type="checkbox"/> Staff Directory	<input type="checkbox"/> Disable Acct	<input type="checkbox"/> Delete from Staff Directory	<input type="checkbox"/> Check Folder (delete if empty)
<input type="checkbox"/> Put in Tasks to Delete Acct			

# NOVATO UNIFIED SCHOOL DISTRICT USE OF INTERNET ACCESS AND ELECTRONIC MAIL TERMS AND CONDITIONS

INTERNET access is coordinated through a complex association of government agencies, and regional and state networks. The smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines.

In general this requires efficient, ethical and legal utilization of the network resources. If a user violates any of these provisions, the privilege will be terminated and future access will be denied. Your signature is legally binding and indicates that you have read the terms and conditions carefully, and understand their significance

1. **Acceptable Use** – Your use must be in support of education and research and consistent with educational objectives. Use of other organizations’ network or computing resources must comply with the rules appropriate for that network.
2. **Unacceptable Use** – Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, harassing or obscene material, or material protected by trade secret. Use for commercial activities, product advertisement or political lobbying is prohibited. **Any transmission or reception of pornographic material is expressly prohibited.**

The use of INTERNET and electronic mail is a privilege, and any unacceptable use will result in a cancellation of those privileges.

3. **Network Etiquette** – Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a) Be polite
  - b) Use appropriate language
  - c) Do not reveal your personal address or phone numbers, or those of fellow users or colleagues
  - d) Note that electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e) Do not use the network in such a way that you would disrupt the use of the network by other users
  - f) All communications and information accessible via the network should be assumed to be private property.
4. The Novato Unified School District makes no guarantees of any kind, whether expressed or implied, for the service it is providing. The Novato Unified School District will not be responsible for any damages you suffer, this includes loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the INTERNET is at the user’s own risk.
5. **Security** – Security on any computer system is a high priority, especially when the system involves many users. If a user can identify a security problem on the INTERNET, the Director of Information Services should be notified. Attempts to log in to any INTERNET system as a system administrator will result in cancellation of user’s privileges.
6. **Vandalism** – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, destroy or misrepresent data of another user, agency or other networks that are connected. This includes, but is not limited to, the uploading or creation of computer viruses

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**User’s Signature**

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**Date**