



DIGITAL RESOURCES FORM FOR NON-DISTRICT EMPLOYEE (Regulation No. 6973R)

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

Birthday: _____ Social Security Number (Last four digits): _____

Company Name: _____ Contact Number: _____

Relationship with the District: Contractor Consultant Volunteer Other _____

Project involved: _____ Start Date: _____ End Date: _____

Location: _____

District Sponsoring Department: _____ Administrator's Name: _____

Account Type: New Reactivate Other _____

Procedures:

1. Read and understand Acceptable Use Policy for Digital Resources (6973 and 6973R) and other related applicable policies.
2. Send a copy of this form with signatures to:
Technology Services
Central Administrative Building Room 301
Attn: Network Analyst
3. All questions related to technical support should be addressed to Customer Service Center at 253-571-4357, email: help@tacoma.k12.wa.us

Purpose of Access: _____

My signature below indicates I have read and agree to comply with the District policies and procedures as well as applicable federal laws and regulations. Furthermore, my signature below confirms that I agree to be responsible for my activities during the period of access to and use of the District digital resources in compliance with the policy #6973 and # 6973R.

Signature

Signature of Sponsoring Administrator

Date: _____

Date: _____

The Tacoma Public School makes no warranties of any kind, whether expressed or implied, for the digital resource services it provides. Use of any information obtained via the Internet is at your own risk. The Tacoma Public School specifically denies any responsibility or quality of information obtained through its network. Users must be aware that there are many services available on the Internet that might be inappropriate and offensive to certain groups of users. The network administrators of Tacoma Public Schools cannot block accesses to all inappropriate services, nor can they all be identified. Individual users shall be responsible for their own actions in navigating the Internet and other digital resources. For security reason, please be reminded that no staff, including the technical support staff, will ask you to provide your password to them by whatsoever means including email and phone call. **PLEASE DO NOT SHARE YOUR PASSWORD.**

Technology Services Use Only: Network Analyst _____ Date: _____

Resources granted access: _____