



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

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Employee#: \_\_\_\_\_

Department: \_\_\_\_\_ Location: \_\_\_\_\_ Phone#: \_\_\_\_\_

Job Title: \_\_\_\_\_ Effective Date: \_\_\_\_\_  Certified  Classified  Substitute  Hourly

**Procedures:**

1. Read and understand Acceptable Use Policy for Digital Resources (6973 and #6973R) and other related applicable policies.
2. All questions related to technical support should be addressed to Customer Service Center at 253-571-4357, email: help@tacoma.k12.wa.us

*My signature below indicates I have read and agree to comply with the policies and procedures set forth by the Board of Directors and Tacoma Public Schools. Furthermore, my signature below confirms that I agree to discuss the material in the Acceptable Use Policy for Digital Resources (6973 and 6973R) with my students (if applicable). The policy manuals are available on the District Web Site to assist me as needed.*

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Authorizing Signature**

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.**