



Policy and/or Procedure Reference No.
 Policy No. 6800
 Procedure No. 6800.2P

**DATA NETWORK RESOURCES REGISTRATION FORM
 TEMPORARY EMPLOYEES AND CONSULTANTS**

You must complete this registration form and follow the data network guidelines of conduct outlined in the Procedure 6800.2P ("access to and Use of Data Network Resources"). Once your request has been submitted to the Help Desk, the appropriate accounts will be created for you and you will be notified by phone of how to access these accounts. Please contact the Help Desk (ext. 4321) if you have any questions about this form or the status of your request.

Date: _____

Section 1: Personal Data

Name _____
First name Middle Initial (Optional) Last Name

(Please PRINT)

Department/Building Location of Contract or Assignment _____

District Phone _____ Home Phone _____

Section 2: Request for Services

- Student teacher/College Program _____ Supervising teacher _____
- ESA intern/College Program _____ Supervising teacher _____
- Administrative intern/College Program _____ Supervising Administrator _____
- Outside contractor (via Purchasing) Company _____ or "Self" _____
- Temp Hourly/Project agreement (via HR)
- Bus Driver (Transportation)
- Consultant/Affiliated with _____ / reason for account _____
- Other/Affiliated with _____ /reason for account _____

Section 3: Acceptable Use

All District network use of any kind is for educational purposes as stated in Procedure 6800.2P. You may not transfer or allow others to use your access privileges. Unauthorized use or violations of District policies/procedures may result in loss of privileges and/or prosecution. Account theft, file theft, violations of informational privacy, penetrations of harm to the operating system, and/or violations of District policies or applicable laws are prohibited. If inappropriate use or behavior is found to have occurred, the Bellevue School District reserves the right to suspend your use of the data network, impose any warranted discipline and/or refer for prosecution of a criminal act. Users must understand that the District may terminate system use at any time, in its sole discretion, for any reason or no reason.

Agreement

I have read and agreed to the provisions set forth on this form and to the standards for acceptable use as described in Procedure 6800.2P, "Access to and Use of Data Network Resources". I further understand that if I publish work on district-supported Internet pages, I am not entitled to current or future compensation for that work from the Bellevue School District and that I must respect all federal copyright requirements.

Signed _____ Date _____

Section 4: Supervisor's Review (REQUIRED -must be completed by District Administrator, School Principal or Asst. Principal)

I have reviewed and approved the above-named temporary employee or Consultant.

Administrator Name/Position: _____

Administrator signature: _____ Date: _____

Building/Department _____ **JOB END DATE:** _____

Please return this form to the Help Desk, WISC Bldg. 6 or FAX 425-456-4666 Thank you!