

Email and Server Account Information

All Employees receiving a Roseville City Elementary School District account will:

- Read, complete, sign and abide by the District Acceptable Use Policy.
- Only one account will be issued per employee and these accounts are not intended for use by anyone other than the person named below.
- Your name and email address will be placed on the Roseville City Elementary School District's email contact list and may be listed on the Roseville City Elementary School District's website.

Employee Name: _____
(Please Print) (First) (Last)

Title/Position: _____ **Employee ID#** _____

New Employee

Important:

For the purpose of updating our email distribution/global address book:

- Is this a change of location from previous school year? **(Circle One) Yes / No**
- Grade Level/Dept change from previous school year? **(Circle One) Yes / No**
- Indicate Grade Level/Dept if applicable _____

| |
|---|
| <p>Employee Classification:</p> <input type="checkbox"/> Classified <input type="checkbox"/> Certificated <input type="checkbox"/> Long/Short Term Sub |
|---|

Work location: (Check all that apply)

| | | |
|---|--|--|
| <p>Roseville City Schools</p> <input type="checkbox"/> Blue Oaks Elementary <input type="checkbox"/> Brown Elementary <input type="checkbox"/> Buljan Middle <input type="checkbox"/> Cirby Elementary <input type="checkbox"/> Chilton Middle <input type="checkbox"/> Cooley Middle <input type="checkbox"/> Crestmont Elementary <input type="checkbox"/> Diamond Creek Elementary <input type="checkbox"/> Eich Middle <input type="checkbox"/> Fiddymt Farm <input type="checkbox"/> Gates Elementary <input type="checkbox"/> Jefferson Elementary <input type="checkbox"/> Junction Elementary <input type="checkbox"/> Kaseberg Elementary <input type="checkbox"/> Orchard Ranch Elementary <input type="checkbox"/> Sargeant Elementary <input type="checkbox"/> Spanger Elementary <input type="checkbox"/> Stoneridge Elementary <input type="checkbox"/> Woodbridge Fundamental <input type="checkbox"/> Other _____ | <p>Departments</p> <input type="checkbox"/> Business Services <input type="checkbox"/> Educational Services <input type="checkbox"/> Food Services <input type="checkbox"/> Maintenance/Facilities <input type="checkbox"/> Media Center <input type="checkbox"/> Personnel Services <input type="checkbox"/> Purchasing/Warehouse <input type="checkbox"/> Student Services <input type="checkbox"/> Superintendent <input type="checkbox"/> Technology Services <input type="checkbox"/> Transportation <input type="checkbox"/> Other _____ | <p>Dry Creek Schools</p> <input type="checkbox"/> Antelope Crossing Middle School <input type="checkbox"/> Antelope Meadows Elementary <input type="checkbox"/> Barrett Ranch Elementary <input type="checkbox"/> Coyote Ridge Elementary <input type="checkbox"/> Creekview Ranch School <input type="checkbox"/> Heritage Oak Elementary <input type="checkbox"/> Olive Grove Elementary <input type="checkbox"/> Quail Glen Elementary <input type="checkbox"/> Silverado Middle <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Outside Agency – Contracted _____ Name of Agency | | |

I have read and agree to the terms and conditions of the three page Acceptable User Policy that accompanies this Agreement. I understand that access to computer resources is designed primarily for work related purposes and will use it for non-work related activities only during non-duty hours. I understand that it is impossible for the Roseville City Elementary School District to restrict access to all controversial materials on the Internet or to monitor all material being placed on a computer system by its users. I will not hold Roseville City Elementary School District, the school, the department or other Roseville City Elementary School District employees responsible for materials I acquire via the network or the consequences of its use or acquisition. I understand that I may be subject to disciplinary and / or legal actions for any violation of the rules contained in the Acceptable User Policy and will use Roseville City Elementary School District's technology resources to support the district's educational goals.

Employee Signature: _____ **Date:** _____

Return this page to Technology Services.

Keep the Acceptable use information (pages 1-2) for future reference.

For Department Use Only

Email | | date: _____

Q | | date: _____

For quickest response, fax this completed page to 916.771.1650