

To: Faculty

From: Neil Rochelle, Superintendent  
Kelly Mann, KCTA President

Re: Acceptable Use Policy

Date: January 28, 2003

The attached form is the result of an agreement between the Keshequa School District and the KCTA regarding concerns over the previous Acceptable Use Contract. According to that agreement, each faculty member will read the attached policy, and then sign the attached form (8370-F) and return it to the District Office. Please note that the form states that you have received and read the current Acceptable Use Policy (Board Policy 8370). Please keep the copy of the policy.

You will only have to sign the form once during the time you teach at Keshequa, unless there is a revision or a cancellation of the policy by the Board of Education.

We believe this agreement satisfies the needs of the district and the concerns of the association. If you have any questions or concerns, please contact us.

Thank you.

8370-F

Each faculty member is required to read the attached Board Policy (8370) regarding the Acceptable Use Policy for the district computer network, sign and return this form. You will not be required to do this again unless there is a revision or cancellation of the policy by the Board of Education.

The username and password is needed to open your network account. Please contact the Technology Coordinator if you need to modify them in the future. Please do not change your present password.

Should you have extenuating circumstances where that needs to happen please contact Kim Englert.

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***I acknowledge that I have received and read the current Acceptable Use Policy of the Keshequa Central School District #8370 as adopted by the Board of Education on August 19, 1997.***

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Username & Password:** \_\_\_\_\_