

**Okemos Public Schools**  
**District Network Resources and Internet Safety**

**Employee Contract**

I have read and understand the Okemos Public Schools Acceptable Use Policy. I will adhere to the Terms and Conditions for Use set forth in order to obtain an OPS network account and Internet / email access. I further understand that any violation of these Terms and Conditions for Use may result in suspension of privileges, cancellation of privileges, disciplinary action and/or legal action.

I indemnify the District, members of the Board of Education, administrative employees and agents, and agree to reimburse the District for any fees, expenses, liability or other damages of every sort and nature incurred as a result of any use, or misuse, of the district network resources.

**Please fill out the contract completely and legibly. If the contract is incomplete or illegible it will slow receipt of accounts and technology. Return the signed contract to the Department of Media & Technology.**

Print First Name: \_\_\_\_\_

Print Last Name: \_\_\_\_\_

Building *(Please List All Buildings if Serving Multiple)*

\_\_\_\_\_

Position: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Personal Email (used for account distribution and initial contact):

\_\_\_\_\_

Personal Phone Number (used for School Messenger notifications)

\_\_\_\_\_

**(Note: Only OPS staff, EduStaff personnel and long-term subs receive calls.)**

For Office Use	
<input type="checkbox"/> OPS	<input type="checkbox"/> Device Required      Software Access to: _____
<input type="checkbox"/> EduStaff	
<input type="checkbox"/> Copy to Media & Tech	<input type="checkbox"/> Copy to Operations