

AUTHORIZATION FOR ACCESS TO THE DISTRICT’S ELECTRONIC NETWORKS (SCHOOL PERSONNEL)

Electronic Network Access Agreement

A Geneva CUSD 304 network account is created for nearly all school personnel. The use of this account, and all related district-provided hardware and services, are bound by the Board of Education’s policy on electronic network access ([6:235](#)). All use of the electronic networks shall be: (a) for the purpose of education or research, and consistent with the district’s educational objectives, or (b) for legitimate business use. **Use of the district’s electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action.** All network account users shall utilize strong passwords in accordance with district guidance. In addition, users may be required to utilize an additional security layer (e.g. token, passcode/pin, etc.) to further protect access to their account(s). All users are responsible for taking reasonable actions to safeguard their network account credentials and district-provided hardware to protect against unauthorized access.

Overview - Common Network Services

Self-Service Password Reset (<https://aka.ms/sspr>): Upon registration, users may utilize secondary services such as text or a personal email account to support a self-service password reset or to unlock their account.

Network Account: This is the most fundamental account users receive. This account provides access to district-issued devices and the wireless network. Additionally, whenever possible, the network account username and password (credentials) will be utilized to provide access to authorized software services (e.g. email, student information system, employee access system, etc.).

District Email Account: Most users are assigned a district email account. District email accounts are created and accessed through [Microsoft Office 365](#). When assigned, email accounts share the same credentials as the network account described above. Use of district email accounts should be limited to supporting educational services and operations. Users will be issued either a “geneva304.org” or “partners.geneva304.org” email address based on the role and relationship to the district.

District Voicemail Account: When personnel are assigned to a specific phone extension, a related voicemail account is typically created. Voicemail can be accessed from all district phones (3099) and from outside the district when dialing (630) 463 3099. New voicemail accounts are assigned the password of “1234#”; however, when the voice mailbox is first used, users will be prompted to establish a new password. Voicemail passwords are recommended to be at least four unique, nonconsecutive, numbers. In addition, voicemail passwords may not begin with “0” or match your four-digit extension number.

User Agreement

Full Name: _____

Building(s): _____

Position: _____

Grade / Subject / Dept.: _____

By signing this agreement, I understand and will abide by the district’s policy regarding *Access to Electronic Networks* ([6:235](#)). I understand that the district and/or its agents may access and monitor my use of the district’s electronic networks, including the Internet, my email, and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and disciplinary action and/or legal action may be taken. In consideration for using the district’s electronic network connection and having access to public networks, I hereby release the School District and its School Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the district’s electronic networks, including the Internet.

Signature: _____

Date: _____