

**ACKNOWLEDGMENT OF RECEIPT OF ADMINISTRATIVE PROCEDURES FOR  
ACCEPTABLE USE OF ONLINE RESOURCES**

*Staff members, Volunteers and Substitutes - Submit to Building Principal.  
Board of Education Members – Submit to Board Secretary.*

Non-student users must sign this *Acknowledgment* at the beginning of each school year.

I have read, or have had explained to me, Board Policy 6:235 and the Policy and Administrative Procedures attached hereto regarding the use of the School District's electronic network, and I agree that I will follow these rules when I use the District's electronic network. I further understand that, should I commit any violation of Board Policy 6:235 and these Administrative Procedures, my access privileges will be suspended or revoked, and school disciplinary action and/or appropriate legal action will be taken, up to and including dismissal. I agree that all electronic files, including electronic communications, that are created on, stored on, or sent to, from, or via the computer network are the property of the District; that I do not have any privacy interest in any such electronic files; and that the District may access and review such files consistent with the attached Administrative Procedures.

In addition, I agree to indemnify the District for any losses, costs, damages, charges, or fees, including, but not limited to, telephone charges, long-distance charges, per-minute surcharges, equipment or line costs, or attorney fees, incurred by the District and relating to, or arising out of, my use of the District's electronic network or any violation of the Policy, Administrative Procedures, or other rules, regulations or other terms or conditions of electronic network access disseminated by the Superintendent or Building Principals. In consideration for use of the District's electronic network, I hereby release the Board of Education of Arlington Heights School District No. 25 and its individual Board members, employees, agents and assigns from any claims and damages arising from my use of, or inability to use, the District's electronic network.

\_\_\_\_\_  
User Name *(please print)*

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date