

REQUEST FOR OVERRIDE ACCESS OF THE INTERNET CONTENT FILTERING SYSTEM



Updated April 10, 2018

In compliance with the Children’s Internet Protection Act (CIPA) and Board Policy 4120/4220/4320, the Lennox School District filters Internet content to safeguard students from being subject to inappropriate material. Teacher computers are accessible to students in our educational setting and are therefore subject to the same filtering constraints for students.

Override access to the content filtering system may be established for one of two purposes:

1. To access websites that are erroneously filtered and are deemed viable for education use.
2. To access a personal e-mail account.

Please indicate the reason for your request (you may select both):

I am requesting override access for the purposes of overriding instructional websites that are blocked by the filter. This access will be granted to me with the following understandings:

- I will override educational websites only for the purposes of instructional planning or other educational purposes directly related to my specific job assignment.
- If I determine a website should be made available to my students, I will notify Susana Garcia (susana_garcia@lennoxk12.org) of the website so that she may add it to the acceptable website list.
- I will keep my override username and password private and WILL change the password to a unique selection. If at any time I feel my username or password are compromised, I will notify Susana Garcia to receive a new one.
- My override access can be revoked at any time at the sole discretion of the District.

I am requesting override access to the content filtering system for the purposes of accessing a non-district issued email account. This access will be granted with the following understandings:

- Personal email accounts are to be accessed during non-work times, unless specifically related to lesson development or other educational purposes directly related to my specific job assignment.
- Override access to a personal email account can be revoked at any time at the sole discretion of the District.
- I will keep my override username and password private and WILL change the password to a unique selection. If at any time I feel my username or password are compromised, I will notify Susana Garcia (susana_garcia@lennoxk12.org) to receive a new one.
- The use of your personal email account through the District’s Network must be fully compliant to the District’s Technology Use Policy as describe in Board Policy 4120/4220/4320/4040.

Employee Name

Employee Signature

Date

Work Location

Please return this document to the Technology Department in Business Services. The Technology Department will send you an email with your username and password.