



## Sponsored Access Request to District Electronic Resources

This form is for requesting a District account, access to network resources, or application level access for associates, consultants, contractors, or guests of Indian Prairie School District 204 (District) - herein referred to as "sponsored access." Access requests require a District sponsor and may only be requested for persons conducting official District business.

Once the form is submitted with all the required fields completed, please allow up to five (5) business days for processing and verification. In some cases, training may be required before access is granted. Access terminates after midnight on the end date specified. The maximum length of time allowed for the account or access is twelve (12) months. The sponsor must submit a new request form prior to the end date to avoid disruption of service. It is the responsibility of the Sponsor to immediately submit this form for termination of access if the account/access is no longer required prior to the specified end date.

### Section 1: Individual Needing an Account and/or Escalated Access to a District Resource

This agreement is made between Indian Prairie Community Unit School District No. 204, 780 Shoreline Drive, Aurora, Illinois, 60504, referred to as the "School District," and:

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

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Country *(if outside the U.S.A.):* \_\_\_\_\_

Personal Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

herein referred to as "Guest."

## Section 2: Access Requested

- Access to the wireless network, subject to internet filtering  
*Access to external VPN, anonymous proxy, proxy servers, remote desktop connections or other network modification utilities are not available on the IPSD network.*
- Login access to a District workstation, printers or network drives (include specifics about your request in the "Other" section below).

Other:

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## Section 3: Account Expiration

Access Start Date: \_\_\_\_\_ Access End Date: \_\_\_\_\_  
*Maximum length of 12 months from start date.*

## Section 4: District Sponsor for Requested Account

Sponsor Name: \_\_\_\_\_  
herein referred to as "Sponsor."

Employee ID Number: \_\_\_\_\_

Title: \_\_\_\_\_

Building/Room Number: \_\_\_\_\_

Phone Number / Extension: \_\_\_\_\_

District Email Address: \_\_\_\_\_

By signing this form, I certify that I am the sponsor/host responsible for the actions of the Guest identified in "Section 1", and understand that I am required to:

1. Ensure that the individual identified in "Section 1" reads and agrees to abide by the District Board of Education and Technology Services policies and procedures;
2. Notify Technology Services when the above-named has concluded their business in the District; and
3. Notify Technology Services that the above-named is still active when the periodic deactivation of Sponsored Access Accounts takes place. *Failure to do so will result in the account or escalated access being deactivated.*
4. Request and loan items from Technology Services on my guest's behalf if additional technology needs are required.

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Non-Disclosure Agreement.** Guest in the course of their relationship with District may have access to or acquire confidential personally identifiable information in fulfillment of a license, contracted services or other relationship. Guest acknowledges by this Agreement that this information is confidential and that the District has the duty to maintain the confidentiality of this information.

Guest has the duty to keep confidential all personally identifiable information that is deemed to be confidential and to abide by the regulations and statutes of the State of Illinois and the United States of America regarding privacy and security of confidential information maintained by the School District, including, but not limited to: the Family Educational Rights and Privacy Act (FERPA), the Illinois School Student Records Act (ISSRA), the Payment Card Industry Data Security Standards (PCI DSS), the Gramm-Leach-Bliley Act, the Health Insurance Portability and Accountability Act (HIPAA), and identity theft. Guest agrees to cooperate, and shall cause its officers, employees, agents, and subcontractors to cooperate with the School District, as necessary, to comply fully with these legal obligations.

Moreover, IPSD imposes its own policies and standards regarding the safeguarding of the District assets. Please review the Board of Education policies (<http://board.ipdsd.org/Policies.aspx>) and Technology Services policies and guidelines (<http://tech.ipdsd.org/Default.aspx?id=1006>).

In consideration of the mutual promises of performance, the School District and Guest agree as follows:

**District Data, Confidentiality and Personally Identifiable Information.** Guest will not disclose District Data to third parties without prior written consent of District, unless required by law. Guest will maintain a record of its disclosures of District Data and provide a copy of such record to District at its request. Unless Guest is required by law, Guest will promptly notify District of any subpoena or court order for District Data and allow District a reasonable amount of time to take any necessary or appropriate action prior to Guest responding to subpoena or court order. Guest will promptly report to District any use or disclosure of District Data not permitted under the request.

The Guest shall cause each officer, director, employee, and other representative who shall have access to any "District Data," which is defined as all student Personally Identifiable Information ("PII") and other non-public information, including student data, metadata, and user content, of the District students (hereinafter "District Data") during the term of the access request to maintain in strict confidence and trust all District Data, including the following:

Guest declares their capability of safeguarding all District Data accessed, viewed or maintained. Guest agrees to implement all safeguards that may be necessary to maintain the security and confidentiality of all information accessed, viewed or maintained, and to prevent the disclosure of District Data except as required by law.

With respect to any "Covered Information" as defined by the Illinois Student Online Personal Protection Act, the Company agrees to comply with the terms of that Act and refrain from using the Covered Information in any way prohibited by the Act.

The identity of Guests having access to District Data will be documented and access will be logged. The Guest has read, understood, and received appropriate instruction as to how to comply with these laws and the data protection provisions of this request, and shall be responsible for any failure of such individuals to comply with such obligations.

*FERPA and ISSRA.* With respect to any District Data that could be considered “education records” as defined under the Family Educational Rights and Privacy Act (“FERPA”) and/or “school student records” as defined under the Illinois School Student Records Act (“ISSRA”), the Guest acknowledges that for the purposes of this request it will be designated as a “school official” with “legitimate educational interests” in the education records, as those terms have been defined under FERPA and ISSRA and their implementing regulations. The Guest agrees to abide by the FERPA and ISSRA limitations and requirements imposed on school officials. The Guest will collect and use District Data only for fulfilling its duties under the relationship for the Guest and the District’s end users’ benefits and will not share District Data with or disclose it to any third party except as provided for in this Addendum, required by law, or authorized in writing by the District.

*COPPA.* With respect to the Guest’s collection, use or disclosure of personal information from students, as governed by the Children’s Online Privacy Protection Act (“COPPA”), the Guest agrees that the Guest’s use of the personal information and any other District Data will be solely for the benefit of the District’s students and for the school system, and that the Guest will not collect personal information from students for any purpose other than the District’s purpose, including any other commercial purpose.

*PPRA.* With respect to the Guest’s collection, disclosure, or use of personal information as governed by the Protection of Pupil Rights Amendment (“PPRA”), the Guest agrees that such collection, disclosure, or use, and any use of any District Data, shall be for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, the District’s students or educational institutions.

*Wireless Credit Card Processing.* Sponsors and guest(s) cannot process credit card payments over the District’s wireless internet or cellular connection via laptops, cell phones, tablets or other similar devices. Wireless credit card processing must be approved by Technology Services.

*Third Party Credit Card Processing.* Sponsors and guest(s) cannot allow third party vendors to process payments on campus using IPSD’s analog lines, Ethernet connections, or wireless internet. Sponsors or any District user cannot share their user credentials with third parties who come on-campus, and third parties cannot use the District’s wireless access to process credit card payments.

**Ownership.** All District Data will remain District’s property and District shall retain full control over all such Data shared with or collected by the Guest.

**Software and Licensing.** District has purchased the right to use software on computers that is protected by copyright laws. At no time may this software be copied for use on a workstation or server other than the one for which it was originally intended. Only software purchased and/or authorized by District may be used on its workstations or servers. Software purchased personally or downloaded from the Internet, may not be used without approval from Technology Services, due to licensing issues, the potential exposure to computer viruses and the potential impact on the computer network. District has the right to monitor for compliance at any time and without prior notification.

**Indemnification.** Guest shall indemnify, protect, defend, and hold harmless the District and its trustees, officers, agents, employees and representatives against any and all claims, demands, suits, and causes of action and any and all liabilities, costs, damages, expenses, and judgments, incurred in connection therewith relating to or arising out of unauthorized use or disclosure of confidential information and/or “District Data”.

**Copyright.** Copyright, trademark and patent infringement is strictly prohibited. The federal Copyright Act extends to much of what is transmitted over computer networks, such as text, pictures, music and software. Since copyright infringement is a strict liability crime, intent to infringe is not required.

**Security.** Guest will immediately report to the District any unauthorized use, access, or disclosure of confidential information and/or District Data. Breaches of information security, intellectual property, Internet usage, electronic mail and the sharing of access codes, identifications, or passwords, or wrongful access to the District network or systems connected to that network, are viewed as serious violations. Guests violating this policy will be subject to action, which may include but is not limited to termination of access to the system and termination of outstanding agreements. Violators are also subject to civil or criminal liability.

**Data Storage.** The Guest shall not transmit to or store any District Data on a server or other data storage medium located outside the United States of America.

**Representation on Authority of Parties and Signatories.** Guest and District signatories of request represent and warrant that he or she is duly authorized and has legal capacity to execute.

**Electronic Signature and Acceptance.** A signature is defined in the same manner as in the State of Illinois Electronic Commerce Security Act (5 ILCS 175/5-105) as any symbol executed or adopted, or any security procedure employed or adopted, using electronic means or otherwise, by or on behalf of a person with intent to authenticate a record. An electronic signature is defined as a signature in electronic form attached to or logically associated with an electronic record.

**Agreement.** Guest has read, understands, and agrees with the terms and conditions as stated in this document. Further, Guest has read and understands the policies, and all procedures, including the Guest's personal responsibilities, and agree to abide by their provisions.

**Account Credentials.** Account information and initial credentials will be e-mailed to the Guest's personal email address, unless the intended individual already has a District e-mail address.

INDIAN PRAIRIE COMMUNITY UNIT  
SCHOOL DISTRICT NO. 204

Signed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

GUEST

Signed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title