**Quitman County School District**

**Technology Department-**

**Guest and Vendors Network Access Procedure**

Guest and Vendor Access

Guest and Vendor access will not be granted to any Quitman County School District network or network device without a signed and approved vendor contract or a Guest Access Agreement Form (Appendix D).

Using the Quitman County School District network is a privilege. As with all privileges, it is the responsibility of the guest user to use this service appropriately and in compliance with all School Board policies and procedures, Georgia State law, and Federal laws.

The use of excessive bandwidth and reproduction of copyrighted materials is strictly forbidden and will result in the termination of network services.

The Quitman County School District assumes no responsibility for costs associated with loss or damage to devices not owned by Quitman County School District while on the network. The Quitman County School District IT staff can only provide limited support in aspects of network connectivity and access of network resources.

Backing up data and ensuring the security of network devices are the sole responsibility of the owner.

Appendix D

Non-Student/Non-Staff
Guest Access and Usage Agreement Form

The Quitman County School District (QCSD) welcomes anyone whose intentions it is to better the lives and education of our students. In this effort we have created policies regarding the use of portable devices and other electronic equipment not belonging to the QCSD on the QCSD network.

Using the QCSD network is a privilege. As with all privileges, it is the responsibility of the user to use this service appropriately and in compliance with all School Board policies and procedures, Georgia State law, and Federal laws.

The use of excessive bandwidth, reproduction of copyrighted materials, and attempts to circumvent or defeat mechanisms put in place by the QCSD staff to manage the network is strictly forbidden and will result in the termination of network services.

The QCSD assumes no responsibility for costs associated with loss or damage to devices not owned by QCSD on the QCSD network. The QCSD staff can provide support in aspects of network connectivity and access of QCSD network resources. Backing up data and ensuring the security of network devices is the sole responsibility of the owner.

The QCSD has the right to rescind privileges and or change this policy in the future.

Please sign below to acknowledge that you have read, understand, and agree to adhere to these policies.

Guest printed name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reason for Access: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time Period Requested:
Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_