



## OATH OF ALLEGIANCE

State of Colorado  
County of Mesa

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

"I solemnly swear or affirm that I will uphold the constitution of the United States and the constitution of the State of Colorado, and I will faithfully perform the duties of the position upon which I am about to enter."

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Before being issued a network user account or otherwise given privileges to use District Information Technology Resources (“DITR”), including Internet access, e-mail, computers and networks, you must sign this Responsible Use Agreement (“RUA”). All completed RUA forms must be returned to the District’s Human Resources department.

After you sign this RUA, it shall remain in effect for as long as you use or have access to DITR, or until you sign and submit a new RUA, whichever period is shorter. You will be required to sign a new RUA after any break in service or other personnel action that results in denial, closure, locking, suspension or inactivation of your network user account. The District’s Human Resources department will place your signed RUA in your personnel file.

**Responsible Use Agreement**

**In consideration of the District’s grant of privileges to use DITR, I agree to the following:**

1. I have received, understand and agree to comply with Board policy GBEE and District regulation GBEE-R regarding Staff Use of Information Technology Resources, and am aware that copies of such policy and regulation are available online at the District’s website using the following links:

<http://www.mesa.k12.co.us/board/policies/documents/gbee.pdf>

<http://www.mesa.k12.co.us/board/policies/documents/gbee-r.pdf>

2. I understand and agree that the District makes no warranties of any kind, express or implied, regarding the accuracy or quality of DITR, and will not be responsible for any damages I may sustain in using district technology. Use of any information obtained via the Internet is at my own risk. I hereby release and hold the District harmless of and from all costs, claims, damages or losses caused by or resulting from my use of district computers and computer systems, including use of the Internet and email, including, but not limited to, any fees or charges for unauthorized online purchases of goods or services.
3. I understand and agree that I do not have an expectation of privacy regarding the content of electronic files or accounts I create, distribute, maintain, access or use by means of DITR, and that such contents may be subject to public disclosure or inspection under Colorado law. I further understand that the District reserves the right to access, retrieve, print, read, disclose to third parties or otherwise monitor (i) all messages (including personal messages) sent or received through its e-mail system; (ii) all sites visited and files downloaded on the Internet; and (iii) all other uses of DITR.
4. I agree to immediately report any misuse of DITR to my supervisor or to the administrator of the District building or facility where I work or volunteer.
5. I understand that if I fail to comply with the policy and regulation specified above or this Agreement, or otherwise abuse my privilege to use DITR, my access privileges may be revoked or suspended, and disciplinary and/or legal action may be taken against me.

***I understand that by signing this Responsible Use Agreement I have read and understand the terms and conditions set forth above.***

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

Please print information below:

Legal Name	User Name (If issued)
Staff ID# (if known)	School/Building

I have a D51 email account as a student teacher.

# MCVSD #51 New Hire Technology Reference Guide

Welcome to Mesa County Valley School District 51. Once ALL completed paperwork has been submitted to HR, a username/password will generate for you and you can contact the Help Desk from 7:00 am to 4:30 pm, at (970) 254-5175 or internal extension 11350, to obtain your credentials. Please allow 48hrs once paperwork has been submitted to HR for your credentials to generate. It is an automatic process and the following information will not be available unless Human Resource's files are complete.

**Username:**

**Password:**

**ID Number:**

**Email Address:**

To **reset your password**, on a district desktop or laptop computer, press Ctrl+Alt+Delete. This will not work on a district Chromebook.

## **Email Addresses**

All staff have 2 email addresses. There is a **firstname.lastname@d51schools.org** email address and a **username@d51schools.org** email address. Both are valid addresses and deliver email to the same mailbox of your District account.

The **username@d51schools.org** is used for sign in purposes on a majority of your applications.

The **firstname.lastname@d51schools.org** is your default address and will show as the sending address. It is also an aide to finding staff in the Google Directory, as students will not have a firstname.lastname address.

## **General Guidelines**

Use **username@d51schools.org** to sign into applications like Gmail, ClassLink, Office 365.

Give out your **firstname.lastname@d51schools.org** as your email address to others.

## **Getting Started with Technology**

Open a Chrome web page. In the upper right hand corner, login to Gmail or any Google application using [username@d51schools.org](mailto:username@d51schools.org) and the provided password. Once you have logged into Google, you should see the bookmarks ribbon. In the upper left, you will see a folder that says "D51 Bookmarks." In the list of options is Classlink. Login to Classlink with your [username@d51schools.org](mailto:username@d51schools.org) and password. Once in Classlink, you can access a variety of District apps and programs.

***For more information on Technology news, training, updates, and references, look for the red app in Classlink that says, "D51 Technology Solutions Site."***

## **How to Access your Email, Classlink, and/or Staff Site from Home or from a non-district Computer**

### **How to log in to computer/applications**

Computer (Desktop/Laptop)	Username	Password
WIFI (D51ENT)	Username	Password
Chromebook	Username	Password
Staff Site	Username	Password
TimeClock	Username	Password
Chrome	Username@d51schools.org	Password
Gmail/Google	Username@d51schools.org	Password
Classlink	Username@d51schools.org	Password
Office 365	Username@d51schools.org	Password

Go to [d51schools.org](http://d51schools.org), locate the “Staff” button on the green banner. Choose the option desired from the drop down list, and log in according to the directions above.

Mobile Devices: You can download the Gmail app and/or the D51 Classlink app.

**If you need access to certain applications or have questions, contact the following people:**

<b>System</b>	<b>Owner</b>	<b>Extension</b>
Aesop/Substitute System	Mary Gorsuch	11116
Alpine	Shelly Huskey	13127
Enrich		14147
Lexia	Shelly Fratzke	11115
Instructional Technology		instTech@d51schools.org
Randa	Rachel Talley	11209
SafeSchools	Sue Guadnola	11114
Schoology	Devonee Grams	devonee.grams@d51schools.org
Synergy	Mary Mulcahy	11177
Timeclock	Payroll	11913

For any additional questions  
contact the Help Desk:  
[helpdesk@d51schools.org](mailto:helpdesk@d51schools.org)  
(970) 254-5175 or ext. 11350  
Help Desk Hours: 7:00am - 4:30pm