

# Staff Authorized Override Form

\_\_\_\_\_, an employee of the Northeastern Local School District, requests an Authorized Override username and password. This override will allow the staff member unfiltered access to the Internet for a maximum of 60 minutes per activation.

Once the authorized override account has been created, under no circumstances should any account information be given to students or shared with anyone else for any reason. The employee is responsible for this account and all content accessed with this account. Compromised accounts will be deleted. Once an authorized override has been activated, do not leave the workstation unattended without first restoring filtering. Ideally, authorized override account creation should be limited to instances in which educators need access to real educational resources that are not accessible through the content filter due to keyword or mature content issues. Override accounts will be periodically checked.

Reasons for needing an override code:

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Account holder name (Please Print)

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Account holder email address

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Staff Signature

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Date

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Building Principal Signature

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Date

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Superintendent Signature

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Date

-----  
Account Creator

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Date