

Request for Authorized Override Account

In compliance with the requirements of CIPA (Child Internet Protection Act), individuals at MNPS schools and other facilities access the internet via data circuits that are provided by Educational Networks of America (ENA). These data circuits utilize software that is designed to prevent access to certain internet sites – hereinafter known as “blocked sites”. Blocked sites normally have content that falls into one or more categories that are usually deemed inappropriate for student access. As a result of the broad parameters that are used to classify sites as inappropriate, there will occasionally be an educational need for a teacher or other education professional to access a site that is normally blocked. Access to a blocked site may be needed for the purpose of lesson preparation activities, student research, classroom presentation or other legitimate educational goals.

Access to blocked web sites can be accomplished through the use of an “Authorized Override Account”. An Authorized Override Account consists of a username and associated password and will enable the account holder to bypass filtering software that normally prevents access to blocked sites. Although an Authorized Override Account will allow access to any site(s) that is/are normally blocked, access would only be appropriate if there was a legitimate educational purpose to the visit and the visit was in support of established educational goals.

Requests to unblock sites (for general student use) should be submitted via a Helpstar ticket.

I hereby request that an **Authorized Override Account** be issued to me. I affirm that I understand the following –

- An authorized override account will enable me to visit sites normally blocked by web filtering software.
- Any use of an authorized override account to visit a blocked site is logged. The E-mails that detail the site visited and the account that was used to override the filtering software are automatically created and sent to MNPS IT personnel. Any site that is unblocked using an Authorized Override account will be assumed to have been unblocked by account holder or with their explicit permission.
- Any use of an authorized override account is subject to review. Authorized Override Accounts may be suspended or revoked at the sole discretion of MNPS if the account is used for other than educational purposes.
- MNPS IT personnel are required to inform HR personnel of any use of an Authorized Override Account that appears to have been used for other than educational purposes.
- Use of an Authorized Override Account is limited to the person to whom the account was issued. The authorized user who fails to protect the account override login information will be held responsible for any misuse resulting therefrom.
- There should be no expectation of privacy for any activity involving MNPS or Metro government owned computers or networks.
- This document should not be interpreted to conflict with any state or federal law or with MNPS policy.

I have read and understand the information above.

Name _____ MNPS Email Address: _____
(Print)

_____ School: _____ Date: _____
(Sign)

I concur with this request: _____ Date: _____
(Principal/Director’s Signature)

Please return completed requests to Metro Schools IT Department via school mail to “Bransford” or via fax at 298-6652.

Scanned copies may be sent to helpdesk@mnps.org.