Acceptable Use Policy
Galion City School District
(Employees)

Purpose

Technology directly affects the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction and the way they approach student learning to incorporate the latest technologies. The Board of Education provides District Information & Technology Resources (as defined by law 0100) (collectively, "District information & Technology Resources") To support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for educational purposes only and utilizes online educational service/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The District's computer network and Internet system do not serve as a public access service or a public forum and the Board imposes reasonable restrictions on its use consistent with its stated educational purpose.

The Board regulates the use of District Information & Technology Resources by principles consistent with applicable local, State, and Federal laws, and the District's educational mission. This policy and its related administrative guidelines, Policy 7544 and AG 7544, and any applicable employment contracts and collective bargaining agreements govern the staff's use of District Information & Technology Resources.

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations.

All Galion staff members must digitally sign this form through Final Forms or return this printed form to the Board Office in order to access and use District Technology and Information Resources, including a school-assigned email, the Internet, and other district provided accounts. Failure to sign this Policy will result in the denial of network resources. In addition, employees may be asked to sign a new policy to reflect developments in the law or technology.

Staff are expected to utilize District Technology & Information Resources to promote educational excellence in our schools by providing students the opportunity to develop the resource sharing, innovation, and communication skills and tools essential to both life and work.

Updated July 2023

The purpose of the Acceptable Use Policy is to promote the responsible and ethical use of technology resources by employees of the Galion City School District. It covers all computer and technology resources owned, leased, operated, or contracted by the school district. In addition, this policy, along with the Staff Code of Conduct further govern staff members' use of personal communication devices (see Policy 5136 and Policy 7530.02) This includes, but is not limited to email, internet usage, software, online programs, and equipment such as computer, laptop and/or iPad for work-related purposes consistent with the mission of the Galion City School District. Unauthorized or inappropriate use of the aforementioned may result in loss of this privilege and/or other disciplinary action.

Staff members are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this policy and it's related administrative guidelines (e.g., making personal attacks and injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on a staff member's First Amendment rights. Because District Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space and printers.

Network, Content & Privacy

The District shall maintain a network(s) reserved for district owned devices for employees and students to use for work/school purposes.

Employees must not use the District Information & Technology Resources for product advertisement, commercial or political purposes or to conduct illegal activity that would violate State, Federal, or local law.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Information & Technology Resources if such disabling will cease to protect against access to materials that are prohibited by CIPA. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be disciplined up to and including termination.

Employees are prohibited from engaging in any conduct and/or behavior that constitutes any form of harassment, including sexual harassment, This including sending harassing or libelous electronic email, files, images, or computer messages to other users, sending/accessing and/or displaying harassing jokes and/or cartoons, sending/accessing inappropriate websites or material of a similar nature using District Information & Technology Resources.

Employees are prohibited from downloading, accessing, or sending pornographic, lewd, offensive, indecent, obscene or vulgar material and using profanity, obscenity, or other language that may be offensive to other users.

If an employee receives offensive or harassing material from others within the District Information & Technology Resources, the employee shall immediately notify the Building Administrator and/or the District Technology Director.

In addition, the district provides a guest network for access to the Internet on personal devices. The guest network is CIPA-compliant, non-secured for use by staff, students, parents, and other visitors while on school property. Any non-Board-approved communication devices or non-authorized users must be pre-approved by the District Technology Director or Systems Coordinator.

All District Information & Technology Resources and communications transmitted by, received from, or stored in computer systems and/or on our network belong to the school district, and shall not be considered confidential and/or the property of the employee. Staff members have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/emails, and records of their online activity.

Employees must not view and/or use another user's network account, computer files, programs or data without prior written authorized permission of the Superintendent and/or Director of Technology.

Mac users and PC users outside of Accounting, Transportation, and Food Service are responsible for performing regular backups of their computer files/data to a source of their choosing (ie: Google Drive or an external drive).

The District network is accepted as is, without warranty of any kind, either expressed or implied. The Galion City School District and its employees assume no responsibility for errors or omissions. Neither is any liability assumed for damages resulting from the use of the information or instructions contained herein. It is further stated that Galion City School District and its employees are not responsible for any damages or loss of your data or your equipment that results directly or indirectly from the use of the District network .

Monitor Access

The school District reserves the right to monitor, access, inspect, intercept, and take appropriate action with respect to all District Information & Technology Resources and communications. Common examples of when the District may need to access computers, software or stored communications include: investigation of suspected misuse of the computer or Internet; conducting system repairs; or any other legitimate purpose in accordance with school policy or Federal, State, or local law. Employees cannot access or retrieve stored communications unless authorized to do so by the District Technology Director.

Based on reasonable suspicion the school district also reserves the right to search and seize any computer resources used by employees, whether school or personal property, such as computers, laptops, cell phones, iPads, flash drives, Email, Internet materials, etc. The search will be conducted at the discretion of the District, and the Systems Coordinator and/or Director will be involved in all searches. This may include monitoring of the network, server, and computer logs.

Teachers, and staff members as assigned, will monitor students' online activity while at school. Monitoring may include, but is not limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to visually observe, review browser history.

Equipment

The District Technology Director must approve all technology purchases including but not limited to the following: hardware, software, online programs, scanners, digital cameras, printers, peripherals, etc.

The District Technology Director must approve any technology equipment donated to the district including equipment gained through use of grant opportunities or personal donations. This includes, but not limited to computer hardware and/or software. Ability to access District Information & Technology Resources shall be communicated and coordinated with the Technology Department before the grant submission process is completed or donation is accepted.

Employees will be issued a device, or multiple devices, as deemed necessary to fulfill the duties of their job. Additional technology equipment may be checked-out for short-term work-related usage based on availability through the Technology Department (ie. digital camera, projection unit, laptop, computer, etc.). However, technology equipment is not allowed to be taken by employees for long-term periods of time unless approved by the District Technology Director. Equipment may be taken off the Galion City Schools' property by students, staff members, and/or Board members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities and only with consent of the District Technology Director. Removal of Board-owned equipment, or equipment acquired by the Educational Service Center from District property for personal use is prohibited.

All Board policies apply to the use of District Information & Technology Resources including use of personal communication devices (PCD). PCDs include all web-enabled devices such as computers, tablets/iPads, electronic readers and cell phones. Policies related to PCDs, Public Records, Personal Identifiable Information, Privacy Issues, Conclusion of Employment, and Disciplinary Action as well as all other Board Policies are viewable at
http://www.galionschools.org/district/board-of-education/bylaws-and-polices

Employees are prohibited from negligently and/or intentionally damaging, destroying or altering school computer resources in any unauthorized or illegal manner (i.e., computer hacking, uploading/creating viruses, etc.). Any malicious attempt to modify or destroy electronic data contained in the District's network is specifically prohibited.

Instructional Use of Apps and Services

The Board of Education authorizes the use of apps and services to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

The Board requires the District Technology Director to pre-approve each app and/or service that a teacher intends to use to supplement learning. To be approved, the app and/or service must have a FERPA-compliant privacy policy, as well as comply with all requirements of the COPPA and CIPA.

The Board further requires the use of a Board-issued email address in the login and prior written parental permission for a student seventeen (17) years of age or younger to use a personal email address in the login-in process.

Employees are encouraged to create an iCloud account for the purpose of sharing information between the staff school-issued devices (laptop & iPad) It is the responsibility of the employee to maintain a separation of personal and professional information among personal and district owned devices. The Technology Department can provide assistance in creating a "Professional Apple ID" (iCloud account) to staff who request it.

Staff members are expected to use District Information & Technology Resources to promote educational excellence in our schools by providing students with the opportunity to develop resource-sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet and online educational services/apps will be guided by Board Policy 2520- Selection of Instructional Materials and Equipment.

Staff will also provide instruction to their students regarding the appropriate use of technology and online safety/security as well as participate in professional development related as provided by District Administration and/or building principals.
- Direct electronic communication (email, chat rooms, social media)
- Inherent danger of students' disclosing personal identifiable information
- Consequences of unauthorized access, cyberbullying and other inappropriate online activities
- Unauthorized disclosure, use, and dissemination of personal identifiable information of minors

The Superintendent or Director of Technology may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been mistakenly, improperly, or inadvertently blocked by the technology protection measures. The Superintendent or Director of Technology may also disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Artificial Intelligence / Natural Language Processing Tools

Staff are permitted to use Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP") to accomplish their job responsibilities so long as the use is ethical, responsible, and does not violate any provisions of this policy (e.g., it does not infringe on students' or staff members' privacy rights, violate their duty to maintain confidentiality related to personally identifiable information, etc.).

With respect to students, it is the Board's policy that they are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, students are prohibited from using AI/NLP tools to complete their work. The use of AI/NLP tools without the express permission/consent of a teacher is considered to undermine the learning and problem-solving skills that are essential to students' academic success and that the staff is tasked to develop in each student. Consequently, students are encouraged to develop their own knowledge, skills and understanding of course material rather than relying solely on AI/NLP tools, and they are expected to ask

their teachers when they have questions and/or need assistance. Students' unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using such tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students are allowed to use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand and interpret large amounts, such as text documents or social media posts. This can be particularly useful for research projects of data analysis assignments (e.g., scientific experiments and marketing research.
C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word and sentence structure, to help students improve their writing skills.
E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use AI/NLP tools to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP for a specific class assignment, they should ask their teacher.

Web Sites / Social Media / Blogs

The purpose of content, apps and services is to educate, inform and communicate. The following criteria shall be used to guide the development of such content, apps and services.

Content created for web pages, apps and services must comply with the State and Federal laws, (e.g. copyright laws, CIPA, Section 504, ADA, COPPA) and reflect the. Professional image/brand of the District, its employees, and students. Content, apps, and services must be consistent with the Board's Mission Statement, and staff-created content, apps and services are subject to prior review and approval of the Superintendent before being published on the Internet and/or used with students.

1. Educate - Content should be suitable for use by students and teachers to support the curriculum and the Board's Objectives as listed in the Board's Strategic Plan.
2. Inform - Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities and departmental policies.
3. Communicate - Content may communicate information about the plans, policies, and operations of the District to members of the public and other persons who may be interested in and/or affected by District matters.

Under no circumstances are District-created content, apps, or services to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual. Included in this prohibition is the fact not content contained on the District's website may: (1) include statements or other items that support or oppose a candidate for public office; the investigation, prosecution, or recall of a public official; or passage of a tax levy or bond issue; (2) link to a website of another organization if the other website includes such a message: or (3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

Under no circumstances is staff member-created content, apps, and services, including personal web pages/websites, to be used to post progress reports, grades, class assignments or any other similar class-related material. Employees are required to use the Board-specified website, app or service. (Progress-Book, Canvas) for the purpose of conveying information to students and/or parents.

Staff members are prohibited from requiring students to go to the staff members' personal web pages/websites (including but not limited to their Facebook, Instagram, Pinterest, YouTube, TikTok sites) to check grades, obtain class assignments and/or class-related materials or to turn in assignments.

With the creation of the content,app and services, there may be occasions when pictures or videos with students are used, including but not limited to recognizing academic or athletic accomplishments. Individual full names will not be associated with any student picture. Staff members are responsible for checking with the school office to verify that students' photos are permitted to be posted publicly (online) prior to posting.

Any creation of content, apps, and services by students must be done under the supervision of a professional staff member and are subject to Policy 5722 - School Sponsored Publications and Productions.

Web sites or Social Media Sites using the name "Galion City Schools" or referring to the school district in any way may only be developed and maintained by authorized personnel using the guidelines as provided by the District Technology Director. The District reserves the right to monitor and remove links to these sites that are contrary to the District's best interest. All content created using District Technology resources including information stored on the network becomes property of Galion City School District.

Any web page created without authorization from the District shall contain the following disclaimer: ***This is not an official website of Galion City Schools. The views and opinions expressed herein are solely those of the creators of this site. The Galion City School district does not control or guarantee the relevance, timeliness, or accuracy of the information on this site.***

The use of **blogs/wikis** is considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is inappropriate in a blog. This includes, but is not limited to, profanity; racist, sexist or discriminatory remarks; personal attacks and/or individual or group harassment. Blogs/wikis are used primarily as learning tools to extend conversations and dialogue beyond the parameters of the classroom time period.

Social media websites and apps are defined as web-based or mobile-based technologies which are used to turn communication into interactive dialogue among organizations and individuals. Representative examples of social media websites include but are not limited to Facebook, LinkedIn, MySpace and Twitter. The Galion City School District computer system shall not be used to access social media

websites, except as necessary for instructional purposes. Individual staff members may be asked to act as an administrator on the school's Facebook pages or other social media accounts. These individuals are responsible for posting only information that supports the purpose and mission of Galion City Schools. These individuals are responsible for checking with the school office to verify that students' photos/videos are permitted to be posted online.

While the school district recognizes the employee's right to access social media websites from the employee's personal equipment outside of work hours and respects their rights of free speech in doing so, employees must maintain professionalism and exercise caution in using social media websites they do not:
- release confidential student records or information in violation of state or federal law
- make postings that are disruptive of the school environment
- attempt to use the website as a means of addressing personal employment issues with the school district rather than following established procedures
- violate copyrights or other laws which protect intellectual property
- undermine staff relations or adversely affect the mission and dignity of the school district
- use vulgar or obscene language or make defamatory comments.

Employees have every right to comment on school district policies of general public interest, but must remember that professional educators always communicate in a manner that maintains the dignity of the teaching profession.

Communication

The Galion City Schools website, all-call system, email and approved social media sites, will be used to convey one-way communication for the purpose of educating and informing the community. The corresponding District app will be accessible from a school issued device and/or a personal cell phone. It will be used as an accepted method of 2-way communication between staff and students, and their families. This method of communication which includes announcements, content, and messages will be monitored by District Administrators as necessary. This app shall not be used to transmit grades. Communication transmitted through this app may be considered as an educational record.

Employees are prohibited from accessing and utilizing chat rooms, discussion boards, instant messaging type services, etc. for non-educational purposes during contracted hours.

Security

Cameras
The Galion City School District is concerned about the safety and welfare of our students, staff, parents and community. The school district uses 24 hour video surveillance cameras to monitor the activities of individuals on school property. The cameras record visual images. Camera recordings are reviewed by school officials for discipline and safety purposes, and may be provided to police or used in school disciplinary proceedings.

Except for educational purposes, or the promotion of school/district promotion, Staff should not photograph or video any student unless directed to do so by a District Administrator.

Internet / CyberSecurity

All users are advised that access to the electronic network may include the potential for access to inappropriate materials. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites.

In general, when using any computer network and/or Internet be aware of disclosing personal, identifiable information. Regardless of your age, never agree to meet a person you have only communicated with on the Internet in a secluded or private setting.

In order to maintain high standards of District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, staff members are required to comply with all District established cybersecurity procedures including, but not limited to, the use of multi-factored authentication (MFA), for which they have been trained. Principles are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

Internet safety is a high priority for the Galion City School District. If an employee identifies a security problem on the Internet or within any District Information & Technology Resources, the employee must notify the Building Administrator and the District Technology Director. This includes, but is not limited to, suspicious email, web sites, and services/apps.

Employees must keep their accounts and password information confidential and shall not share it with others. Employees are prohibited from using another individual's accounts and/or passwords. Employees are also prohibited from using any password procedure other than those provided by the District. Staff members are prohibited from allowing a student to "borrow" or use their assigned laptop, iPad, or chargers. Instead, the student should be directed to seek assistance from the Technology Department.

The Internet is a global information and communication network that brings incredible education and information resources to our students. Through the Internet, students and staff can access relevant information that will enhance their learning and education process. Further, District Information & Technology Resources provide students and staff with the opportunity to communicate with people throughout the world. Access to such an incredible quantity and diversity of information and resources brings with it, however, certain unique challenges and responsibilities.

While the Board uses various technologies to limit the use of District Information & Technology Resources to only use/access online services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent users from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members to review and screen all materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the aries instructional needs, learning styles, abilities, and developmental levels of the students who would use them) when significant portions of students education take place online or through the use of online educational services/apps.

Email

Staff will be assigned a District-provided school email address that they are required to use for all school-related electronic communications, including those to students, parents or other constituents, fellow staff members, and vendors or individuals seeking to do business with the District. Electronic mail

is not confidential and privileged. Electronic mail that is sent and/or received via District provided network, is considered property of the District.

Electronic mail should not be used to request changes in payroll or personal financial matters within the District. Matters of this nature should be requested in person.

With prior approval from the Superintendent or Director of Technology, staff may direct students who have been issued school-assigned email accounts to use those accounts when signing-up/registering for access to various online educational services/apps that students will utilize for educational purposes under the teacher's supervision.

The Internet and Email are to be used by employees for legitimate, work-related purposes. Sending and/or forwarding electronic mail "chain-letters" does not constitute a legitimate use of the computer resources. The willful waste of computing and networking facilities resources is inappropriate use. Wastefulness includes, but is not limited to, forwarding of chain letters, generation of large volumes of unnecessary or non-work/educational related printed output or disk space, or creation of heavy network traffic such as streaming radio or video for non-educational purposes.

Access Cards
Galion Staff will be issued a door access card that gives them access to specific buildings, for specific times. Staff will be responsible for the possession of this card. If the card is lost, it is the responsibility of the staff member to contact the District Technology Director immediately so that card can be deactivated. Access cards will be issued to coaches and contracted staff based on need, and will be subject to the discretion of the Director of Technology. These cards will be turned in at the end of the sport season or at the end of the individual contract. The access card is to be used only by the staff member for whom it is assigned. Sharing or allowing an unauthorized user to use an issued access card is strictly prohibited.

Staff Alert Badges
All Galion staff members will be issued and required to wear the Centegix Badge on their person. Annually, all staff members will be required to review the usage procedures and abide by the expectations for usage. Guest badges will be available for long-term subs, or consistent guests,(e.g. NC State instructors, Community Counseling, etc) who have been trained on usage expectations.

Staff members may be asked to respond to alerts based on their job function and duties as assigned by District Administration. If the card is lost, it is the responsibility of the staff member to contact the District Director of Technology immediately so that card can be deactivated until found or replaced.

All badges will be collected at the conclusion of each school year and/or on the last day of employment.

Software

Computer software is protected by Federal copyright laws. Employees are prohibited from engaging in unauthorized duplication, distribution or alteration of any licensed software. Employees must abide by all software licensing agreements and may not illegally use or possess copyrighted software. Employees must not use software that they know has been illegally copied.

Network license software is typically used by a limited number of concurrent users. However, unless permitted by the license, this software must not be copied from the server to the employee's individual workstation or storage location.

Site license software can be used on any workstation at the site for which software is purchased. Single license software must not be copied to multiple machines or media in violation of the license agreement.

Confidentiality & Discipline

The Board designates the Superintendent and the Director of Technology as the administrators responsible for initiating, implementing and enforcing this policy and its accompanying guidelines as they apply to staff members' use of District Information & Technology Resources.

Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information: posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality and/or privacy laws related to the disclosure of student or employee personally identifiable information may be disciplined.

Users who disregard this policy and its accompanying guidelines may have their user privileges suspended or revoked and further disciplinary action taken against them, including up to termination. Users are personally responsible and liable both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

Employees must not use computer resources or any electronic device to access confidential school or employee resources, including payroll and financial records, whether in paper or electronic format, **except as it is necessary to perform the duties of the employee's position.** Employees granted access to confidential records have the important responsibility of maintaining the confidentiality of information and may be disciplined for sharing or releasing information to others without authorization.

Employees may be disciplined for conduct and/or behavior associated with the prohibited use of District Information & Technology Resources which occurs on work time, or for conduct which occurs outside of work time but directly related to and/or affects the school district, students or staff. Employees will also be disciplined for using District Information & Technology Resources in a manner which harms or intends to harm school property, employees and/or students.

Acceptable Use Policy Authorization Form
Galion City School District
(Employees)

I have read and agree to abide by the Acceptable Use Policy established by the Galion City School District. I understand that any violation of the terms and conditions set forth in the Policy and/or Guidelines is inappropriate and may constitute a criminal offense. As a user of District Technology Resources, I agree to communicate over the Internet and the computer network in an appropriate manner, honoring all relevant laws, restrictions and guidelines. I understand that individual users have no expectation of privacy and that the District may monitor electronic communications.

First Name (Printed): _____

Last Name (Printed): _____

Signature: _____

Building: _____

Date: _____