



Staff User Authorization Request

*Supervisor and user please read and sign the other side of this form.
Incomplete or illegible forms will be returned to Supervisor.*

Date:		District Employed By:		Building Worksite:	
FIRST Name:				Work Phone:	
LAST Name:				Supervisor:	

Have you ever worked in another SCT BOCES School District? Yes No
If Yes.....which district

Select the one that best applies

Clerical	<input type="checkbox"/>	Instructional Staff	<input type="checkbox"/>
Administrative	<input type="checkbox"/>	Maintenance Staff	<input type="checkbox"/>
Food Service Worker	<input type="checkbox"/>	Bus Garage	<input type="checkbox"/>
ALL OTHER <input type="checkbox"/> PLEASE EXPLAIN			

A C T I O N	<input type="checkbox"/>	Add this User to the system
	<input type="checkbox"/>	Change/Move existing User
	<input type="checkbox"/>	Terminate this User from the system
	<input type="checkbox"/>	Transfer this User's FILES to another user
	To User: _____ At Location _____	
	<input type="checkbox"/>	Name Change/Correction
	OLD NAME: _____	
	NEW NAME: _____	

SUPERVISOR USE ONLY

Student Applications

Business Applications

<input type="checkbox"/> SASI	<input type="checkbox"/> MUNIS
<input type="checkbox"/> Other	<input type="checkbox"/> Other

Please Explain

BOCES USE ONLY

DEPARTMENT	User ID Added	Deleted	Staff initials	Date Done
LAN				
SASI/Student				
MUNIS				
IDEAS				

Ethics and Computer Use

As a user of the computer services of the SCT BOCES, I agree not to:

1. Violate the property rights and copyrights in data and computer programs.
2. Destroy or damage intentionally or neglectfully other user's data or programs.
3. Obtain unauthorized access to and use of an account and network facilities or use of such facilities for purpose other than those for which they were permitted to the user (do not share accounts).
4. Obtain unauthorized access to and use of an account or network facilities for personal or private gain.
5. Read or use private files/data without proper authorization.
6. Divulge the contents of any database holding personal and confidential information related to children, parents, or school business operations.
7. Attempt, without authorization, to modify computer hardware or system software.
8. Use the network to send unsolicited, non-educationally related messages that are inoffensive, but which consume system resources. This includes but is not limited to mass e-mail mailings or advertisements.
9. Use the network for slanderous, abusive, intimidating, or otherwise offensive messages.
10. Use fraudulently another person's name to send or receive messages.
11. Run, install, or give intentionally to another, a program that could result in the eventual damage of a file or computer system. This is directed towards, but not limited to, computer viruses.

Password Guidelines:

- Passwords must be at least five characters long.
- Passwords should be alphanumeric.
- Passwords cannot be the same as your user ID.
- Passwords cannot be part of your name or your initials.
- Do not share your password and do not write it down.
- Make your password something you can remember, but do not make it easily associated with you!
- Your network password must be changed every six months.

When there is any indication of unauthorized use or abuse of the system or any other action, which interferes with the proper functioning of the system, or infringes upon the rights of other users, the appropriate agency will be authorized to investigate. Unethical or irresponsible use of the system will be referred to the appropriate authorities for disciplinary or legal action. System users have a responsibility to maintain the integrity of the system and to use it only in an authorized and appropriate manner.

I have read fully and agree to abide by the above:

User Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Please forward to your district technology director for authorization and signature.

Technology Director Signature: _____ Date: _____

District Technology Director
Please Forward to:

Authorization Request, Bldg. #4
SCT BOCES, Computer Services Center
459 Philo Road, Elmira, NY 14903
Fax: (607) 795-5307