

**E-MAIL USE – STAFF****Appendix A – E-Mail User Agreement****E-Mail User Agreement**

<b>Appropriate E-Mail Use</b>	<b>Inappropriate E-Mail Use</b>
<ul style="list-style-type: none"><li>✓ Communicating with and acquiring or sharing information necessary or related to the performance of an individual's responsibilities.</li><li>✓ Participating in educational or professional development activities.</li><li>✓ Limited personal use. Anglophone West School District allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with staff productivity, pre-empt any business activity, or consume more than a minimal amount of resources.</li></ul>	<ul style="list-style-type: none"><li>✓ Use of e-mail for illegal or unlawful purposes, including copyright infringement, obscenity, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, and computer tampering (e.g. spreading of computer viruses).</li><li>✓ Opening e-mail attachments from suspicious sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.</li><li>✓ Sharing e-mail account passwords with another person, or attempting to obtain another person's e-mail account password. E-mail accounts are only to be used by the registered user.</li><li>✓ Unsolicited mass mailings, non-Anglophone West School District commercial activity, political campaigning, dissemination of chain letters, and use by non-employees.</li><li>✓ Use of e-mail in any way that violates Anglophone West School District policies, rules, or administrative orders, including, but not limited to, Policy 311.</li></ul>

I have read and understand the E-Mail Use Policy. I understand if I violate the rules explained herein, I may face legal or disciplinary action according to applicable laws or district policy.

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

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

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

This form will be placed in your personnel file.



ANGLOPHONE WEST SCHOOL DISTRICT

## IT Shared Services User Account Request Form

This Account is: ☐ NEW ACCOUNT ☐ ACCOUNT TRANSFER ☐ OTHER \_\_\_\_\_

☐ NAME CHANGE - former name was \_\_\_\_\_

Legal First Name	Legal Middle Name	Legal Last Name	
Employee number (if assigned):	POSITION (please check appropriate box(es))		
Permanent Employee OR Casual Employee	<input type="checkbox"/> Principal	<input type="checkbox"/> Library Staff	<input type="checkbox"/> Facilities
	<input type="checkbox"/> Vice-Principal	<input type="checkbox"/> District Office	<input type="checkbox"/> Transportation
	<input type="checkbox"/> Teacher Gr. ____	<input type="checkbox"/> Educational Assistant	
	<input type="checkbox"/> Supply Teacher	<input type="checkbox"/> Guidance Counsellor	
Desired Password	<input type="checkbox"/> Administrative Assistant		
Personal E-Mail and or Phone Number	<input type="checkbox"/> Contract D/E Teacher: Completion Date: _____		
	<input type="checkbox"/> Intern Teacher: Completion Date: _____		
<input type="checkbox"/> Other: _____			

Password complexity requires that passwords must contain 3 of the following character categories – UPPER CASE characters, lower case characters, numeric characters 1234567890, these special characters: ! \$ % & \* ( ) \_ + : = , . space and must be at least 7 characters in length. Cannot include any of the user's name.

If a password is not provided or does not meet complexity requirements the IS Department will assign a temporary password for you.

### Location information

Previous District and School (if applicable)

Presently Assigned School

Please return this completed form to the Information Services Department via school mail or by fax (original must follow).  
No request will be processed unless this form is completely filled out. Forms with missing information will be sent back to the originator for completion.  
Please allow five working days for processing.

### Signature / approval

Requested By (please print)	Signature	Date
Approval (Human Resources, School Principal/ or District Learning Specialist)	Date	

### **NOTEBOOK COMPUTER**

For a district assigned notebook you can apply online at <http://one.nbed.nb.ca>

\* To qualify you MUST be a teacher holding a B, D, or E contract AND be employed at least 0.5 FTE. \*

**TO ACCESS THE PORTAL AND APPLY YOU WILL NEED AN ACTIVE NBED EMAIL/COMPUTER ACCOUNT.**

To locate the notebook application on the portal look on the far right side of the Portal Home page, at the bottom, under the heading of Teacher Laptops, select "Apply Now" Fill in the boxes, select the "continue" button until such time that it asks you to submit. You will need the following information to apply: District, School, Certification Number, Employee Number, Date of Birth, Language of Notebook, and Contract Type.





ANGLOPHONE WEST SCHOOL DISTRICT

## **Policy 311**

### **Information and Communication Technology (ICT) use**

The New Brunswick Department of Education provides Internet access subject to the terms and conditions of *Policy 311 - Information and Communication Technology Use*. Before an email account is assigned, you must agree to accept and abide by all terms and conditions of this policy.

Policy 311 has been developed to encourage competent and responsible use of Information and Communication Technologies (ICT) provided through the public school system.

All users of information and communication services and equipment owned or managed by the Department are responsible for using these services/resources in an appropriate, legal and efficient manner and will be held accountable for misuse. You also agree to keep confidential your E-mail account password and to disallow access and use of your E-mail account and its services by others. Use of your E-mail account and its services may be forfeited if you are found to be in violation of the terms and conditions in the Policy document.

The ICT policy applies 24 hours a day, seven days a week, during and outside of office hours, to all users of information and communication technologies, Internet and E-mail services.

Adults in the public education system are entrusted with maintaining the good reputation of public education through exemplary conduct.

All Users Will adhere to the *Information and Communication Technologies Use Policy* and its guidelines.

Users Shall:

- Not create, access, store, send or print pornographic, discriminatory or hate-motivated material.
- Refrain from accessing network/Internet services anonymously.
- Refrain from using free E-mail (e.g., Hotmail, Gmail, Yahoo, etc.)
- Refrain from using unprotected chat sites.
- Protect personal safety of minors and refrain from compromising the safety of others.
- Respect others' privacy. Refrain from intercepting private communications and E-mails.
- Be aware that E-mail and electronic files pertaining to government business are subject to the Right to Information Act.
- Keep login identifiers and passwords confidential. Change passwords regularly and shutdown E-mail when leaving a computer unattended.
- Refrain from infringing on copyrighted material.
- Refrain from using Internet/network resources to access/store games for recreational purposes.
- Avoid any high-volume transmissions.
- Refrain from obtaining, by any means, access to any system, service, privilege or electronic material to which the user is not entitled.
- Refrain from making use of ICT provided/managed through the public school system for *personal* monetary gain.

The entire policy is available on-line at <http://www.qnb.ca/0000/pol/e/311A.pdf>.

### **Employee Acknowledgement**

This is to acknowledge that I agree to comply with Policy 311, and that I have received, reviewed and have effective knowledge of Policy 311, Information and Communication Technologies Use.

Signed: \_\_\_\_\_

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