RED DEER PUBLIC SCHOOLS

Revised Sept 24, 2004

User Access Request

To ensure that only authorized users have access to RDPSD104 Computer network, the Information Services Department requires that this form be completed for new accounts, in-district transfers and name changes.

Please check one or more boxes:

New Account ☐ In-District Transfer* ☐ Name Change ☐ *Provide previous name:* _____

Date	New or Current School	*Previous School
Last Name	**First Name \ MI**	**Position**

Network Access Email ☐ Internet Access ☐ VPN Access ☐

Student Records Inquiry ☐ Teacher Access System - TAS ☐

Admin Access

Student Records ☐ **TAS Admin** ☐ **Scheduling Function** ☐ **Fee Management** ☐ **Other:**_____

Financial System

Access Type	Account Codes
Requisitions/Inquiry/Reports ☐	_____
BASlite Update ☐	_____
Central Services Only	**Account Codes/Modules**
MAR ☐	_____
PRM ☐	_____
OPS ☐	_____

For Extra Account Codes Use Back of page…

Authorization

_____ School Principal / Admin

_____ Authorized Signature, Central Services

_____ *Please print name*

RDSD104 Computer Network User Responsibility

As a user of RDPSD104 computer network you have certain rights and privileges to computer network resources such as servers, printers, and electronic mail. Your account may also be given access to application systems such as the TSC financial system and SIS – Student Information System. These resources may require the use of a user identification and passwords.

Please carefully read the following and sign below:

***I Agree**:*

- To keep my password confidential and to protect the integrity of the system to the best of my ability
- To respect the confidentiality of student, staff, and financial records by accessing records only on a need to know basis related to my duties for the District
- I will request prior written approval from the Superintendent and the Director, Information Services for any other Access
- I am responsible for the security and integrity of my own files. I know that deliberate corruption of files belonging to the District, or other users within the District or outside the District will result in disciplinary action

User Signature: _____ Date: _____

Abuse of Policy/Responsibility

Abuse or misuse of computing services/information may not only be a violation of user responsibility but also of Criminal Code or the School Act. In connection with inquiries of possible abuses, the Information Services Department reserves the right to examine files, programs, passwords, computer usage information, printouts or other computing material and to monitor all uses of the RDPSD104 computer network