

Plattsburgh City School District

Application for Network Login and Email Account

Directions: Please complete the following information. Be sure to read the Statement of Confidentiality and Password Rules and sign the bottom.

Applicant Name (**PLEASE PRINT**): _____

Building _____

STATEMENT OF CONFIDENTIALITY

As a user of the Plattsburgh City School District Computer network I agree NOT to:

- Share my User Profile ID and/or Password.
- Violate the property rights and copyrights in data and computer programs.
- Intentionally or neglectfully destroy or damage other users' data or programs.
- Grant access to my account by any unauthorized person.
- Obtain unauthorized access to the use of an account, and/or network facilities, for personal or private gain.
- Read or use private files/data without proper authorization.
- Divulge the contents of any database housing personnel and confidential operations.
- Attempt, without authorization, to modify computer hardware or system software.
- Use the network for slanderous, abusive, intimidating, or otherwise offensive messages. Use the network to send unsolicited, non-educationally related messages which are inoffensive, but which consume system resources.
- Fraudulently use another person's name to send or receive messages.

When there is any indication or unauthorized use or abuse of the system or any other action which interferes with the proper functioning of the system, or infringes on the rights of the other users, the NYS Education Department, Plattsburgh City School District, or other 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.

PASSWORD RULES

- Passwords must be at least **SIX** characters with at least one capital and one other character ([!@#\\$\\$%^&*\(\)_.](#)).
- Passwords cannot be the same as your userID.
- Do not use password or any other "simple" passwords
- Do not share your password and do not write it down.

I have read and understand my responsibilities:

APPLICANT SIGNATURE _____ DATE _____

AUTHORIZING SIGNATURE: _____

Return this form to the PCSD Business Office for approval

Login Created _____

Email activated _____

Outside access _____

Voicemail _____

FAC assigned _____

Phone Directory _____

Equipment database _____

Personnel database _____