



District Network Access Form

This form must be completed and will be kept on file in the Information Technology (IT) Department. **Keep a copy for your records.**

PLEASE PRINT CLEARLY.

NAME: _____
(First) (Middle Initial) (Last)

SCHOOL/BUILDING (or input "SUB" for substitute employees): _____

POSITION: _____ CHECK ONE: CERTIFICATED _____ CLASSIFIED _____

Please designate a **temporary** password for your network/email account: _____

Once the IT Department (559-4900) has received your signed form and created your account, the temporary password you've selected above will give you first-time access to the district network/email. You will be prompted to change your password* at initial login.

Your district login username will typically be the first initial of your first name, followed by your last name – for example John T. Smith = jsmith. If that account is already in use, the middle initial will be utilized – for example John T. Smith = jtsmith. Your district email address will follow the same protocol, followed by "@cheneysd.org" – for example John T. Smith = jsmith@cheneysd.org or jtsmith@cheneysd.org.

Substitutes in the district will use "-sub" following their last name, for example, jsmith-sub. If that account is already in use, the middle initial will be utilized, for example jtsmith-sub. Substitutes DO NOT receive district email access.

***Password Requirements:**

- Passwords must be eight (8) or more characters long and are case sensitive.
- Users will be required to change passwords twice each year and will be notified five (5) days prior to password expiration.
- Users will be prevented from reusing the previous four (4) passwords.
- NEVER share your password. You are responsible for all activity that occurs from your account.

*Accessing another user's account **with** or **without** their permission is a violation of Cheney Public Schools policies and procedures. Staff, students, student teachers, and substitutes should utilize their own accounts.*

***Password Recommendations:**

- Use a combination of letters, numbers, and symbols. Punctuation marks, mixed with capital letters, lowercase letters, numbers, and symbols are more difficult to decipher.
- Remember your password!
- Don't use a common dictionary word, a name, a string of numbers, or your User ID. One of the easiest to remember and hardest to crack password methods is the pseudo-random password. The key to a successful password is to create a phrase that is easy for you to remember, but difficult for others to guess. Here is an example:
 - **Phrase:** This is a demonstration password for district employees
 - **Password:** Tiadp4de!
 - **Method:** The first letter from most words in the phrase were chosen, in combination with a capital letter, lowercase letters, a number, and a special character.

If you have trouble logging in to the network or to email, please contact the IT Department, 559-4900.

I have read and agree to abide by Cheney Public Schools Board Policy No. 2022 and Procedure No. 2022 – Electronic Resources and Internet Safety, which are available at school sites and on the district website under "Our District; School Board." All network use is for the purpose of supporting education or related to school business and operations.

User privileges are non-transferrable. The district reserves the right to take disciplinary and/or legal action for any activity characterized as illegal, unacceptable, or unethical. I understand that all activities while using district electronic resources may be monitored.

Signature: _____ Date: _____

The District will not be responsible for any damages suffered by any user including, but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by his or her own negligence or any other errors or omissions. The District will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the District's computer network or the internet.

No student or staff user should have any expectation of privacy when using the District's network. The District reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.