



User Account Request Form



ALL fields are required to be filled out before account can be processed.

This Account is: ☐ NEW ACCOUNT ☐ ACCOUNT TRANSFER ☐ OTHER _____
☐ PASSWORD CHANGE ☐ NAME CHANGE - former name was _____

Legal First Name:	Legal Middle Name:	Legal Surname:
Permanent Employee <input type="checkbox"/> OR Casual Employee <input type="checkbox"/>	Employee #:	Personal E-Mail:
POSITION (please check <u>ALL</u> appropriate box(es)) Choose Education Centre(s): <input type="checkbox"/> Fredericton <input type="checkbox"/> Oromocto <input type="checkbox"/> Woodstock <input type="checkbox"/> Principal <input type="checkbox"/> Vice-Principal <input type="checkbox"/> Guidance Counsellor <input type="checkbox"/> Administrative Assistant <input type="checkbox"/> EAL Tutor <input type="checkbox"/> Educational Assistant <input type="checkbox"/> Bus Driver <input type="checkbox"/> Custodian <input type="checkbox"/> Supply Teacher <input type="checkbox"/> Volunteer <input type="checkbox"/> Teacher Gr. _____ → <input type="checkbox"/> LTS OR <input type="checkbox"/> Contract C/D/E Teacher → Completion Date: _____ <input type="checkbox"/> Intern Teacher → Completion Date: _____ → University Attending: _____ <input type="checkbox"/> Other: _____		
Desired Password (Mandatory Field and Print Clearly) *See Requirements below: _____ * 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 <u>must be at least 10 characters in length and cannot include any of the user's name.</u>		
Multi-Factor Authentication is a security requirement for accessing your account on a personal device. When your account is created, with your permission, we will configure MFA on your account using the phone number you list below: My Personal Mobile Phone WITH Texting: _____ OR Home Phone: _____ I give permission for the phone number listed above to be set up for MFA: Yes <input type="checkbox"/> No <input type="checkbox"/> It is recommended that <u>two</u> methods are installed. Please use the instructions at https://nbed.sharepoint.com/sites/Docs/SitePages/Secure-Access-to-Microsoft-365.aspx to install the Microsoft Authenticator App.		
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 scan. <u>No request will be processed unless this form is completely filled out.</u> 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 <https://one.nbed.nb.ca>

* To qualify you MUST be a Teacher AND be employed with at least a 0.1 FTE contract*

[TO ACCESS THE PORTAL AND APPLY YOU WILL NEED AN ACTIVE NBED EMAIL ACCOUNT.](#)

You will need the following information to apply: District, School, Certification Number, Employee Number, Date of Birth, Language of Notebook, and Contract Type.



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 <https://www2.gnb.ca/content/dam/gnb/Departments/ed/pdf/K12/policies-politiques/e/311A.pdf>.

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: _____

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

Appropriate E-Mail Use	Inappropriate E-Mail Use
<ul style="list-style-type: none">✓ Communicating with and acquiring or sharing information necessary or related to the performance of an individual's responsibilities.✓ Participating in educational or professional development activities.✓ 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.	<ul style="list-style-type: none">✓ 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).✓ Opening e-mail attachments from suspicious sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.✓ 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.✓ Unsolicited mass mailings, non-Anglophone West School District commercial activity, political campaigning, dissemination of chain letters, and use by non-employees.✓ 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.

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.