

# Network Logon Access Request Form

For Substitute Teachers in the Lake Stevens School District

In consideration for the privilege of using the network and in consideration for having access to the public networks, I hereby release Lake Stevens School District, Washington School Information Processing Cooperative, and other intermediary providers, if any, and operators, and any institutions with which they are affiliated from including, without limitation, the type of damages identified in the Lake Stevens School Districts' Acceptable Use Guidelines. Further, I agree to abide by the District's policy and procedures for electronic information systems, contained in Policy 1800 which I have reviewed and understood. I acknowledge that failure to comply with the policy and procedures may result in revocation of network use privileges. I acknowledge and agree that the Lake Stevens School District has the right to review, edit or remove any materials installed, used, stored, or distributed on or through the network or the District's system and hereby waive any right or privacy which I may otherwise have into such material.

**Instructions:** Fill out the following form and send to the help desk at the Educational Services Center via in district mail.

- Network logons are in the following format: *firstname\_lastname*.
- Your network logon gives you access to any computer workstation at the school building that you specify on the form below.

**Office Use Only**

Notified Building Secretary

Verified Legal Last Name

Please specify the district location(s) where you will be working:

- Lake Stevens High School
- Cavelero Mid High School
- Lake Stevens Middle School
- Northlake Middle School
- Elementary School(s)

**Preferred First Name (Please Print):**

**Legal Last Name (Please Print):**

**Password:**

(Must be at least 8 characters long and contain one upper-case letter, one lower-case letter, and one number)

**Phone Number:**

**Best time to reach you:**

**Signature of User:**

**Date:**

If you have any questions regarding this form, call the HelpDesk at (425) 335-1500 x.1699

Once you have turned in this form, your account(s) will be created within two working days. If your logon and chosen password does not work after three working days, don't hesitate to give us a call at extension 1699.