

TO: New email users  
FROM: Kathryn Hocking  
Lotus Notes Coordinator  
SUBJECT: Registering for e-mail

Enclosed is a Lotus Notes Request Form. Please complete the form and, if you are **not** an Administrator or Teacher, have your supervisor or Building Principal sign it.

Also enclosed is a copy of the District's "Acceptable Use Policy for Technology. This form **must** be signed before you can be registered for email.

Please read the Acceptable Use Policy (AUP) form and sign and print your name in the spaces provided. You may want to make a copy for yourself. It must be signed in order for you to have e-mail and Internet access.

Return two forms to me:

Request Form for Lotus Notes E-Mail  
Buffalo Public School System Acceptable Use Policy for Technology

and I'll get you registered for email. You will received the completed request form when you are registered.

You can send the Request Form and the AUP to the Lotus Notes Help Desk via the pony.  
We are located at City Hall, room 809. If you have any questions, call me at 816-3510



# Request Form for Lotus Notes E-Mail Department of Information Technology

*Please print clearly*

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Building number(s)/name(s) \_\_\_\_\_

Job Title \_\_\_\_\_

Department or Tenure area \_\_\_\_\_

Office Phone Number \_\_\_\_\_

Do you work directly with students?  YES  NO

Please select the category that applies to you:

Administrator (BCSA)  Teacher (BTF)  Staff (PCTEA, BEST, 264, other)

**Please supply us with a password so you can access email from the Internet.**

The password is to be 5-8 characters, with no spaces (alpha/numeric)

My password is : \_\_\_\_\_ (small case letters)

**If you are not a teacher or administrator, please have your supervisor sign below:**

Supervisor's Name \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

**Note:**

- Please verify name for spelling and accuracy. It is recommended that the first name be kept "formal" as listed in Personnel. Please supply a middle initial in case we have duplicate email names.
- The Acceptable Use Policy must also be signed by all e-mail users.
- Pony this request form to the Help Desk located at 809 City Hall.
- If you have questions call Kathryn Hocking at 816-3510.

**Please do not fill in this section – it will be completed when you are registered.**

- Your e-mail address will usually be your first initial followed by your last name.
- Your email address is: \_\_\_\_\_@buffalo.k12.ny.us
- Your email internet password is highlighted above



## Buffalo Public School System Acceptable Use Policy for Technology *District Employee*

The Buffalo Public School System makes available a variety of technological resources to support learning and enhance instruction. The district's goal is to provide access to technology tools to facilitate resource sharing, innovative instructional opportunities, and communication. The users (defined as any employee utilizing a district computer) of these tools assume certain responsibilities, including the use of technology in an ethical manner.

POLICY GUIDELINES FOR ACCEPTABLE USE OF COMPUTERS AND COMPUTER NETWORKS IN SCHOOLS: The district encourages students to use computers and technology available in the Buffalo Public School System; however, with these privileges comes responsibility. Users are expected to:

**Respect the privacy of others.**

- Users will not try to learn passwords of other users or network administrators.
- Users will not attempt to gain unauthorized access to networked or stand alone systems.
- Users will not modify or read files of other individuals; however, it should be noted that network system managers have access to all files. Privacy shall not be assumed.

**Respect the legal protection provided by copyright and license to programs and data.**

- Users will not make copies of licensed programs, in violation of copyright laws.
- Users will not install their own software on district computers without authorization.

**Respect the integrity of every computer and of the Buffalo Public School Networks and other networks to which the district is connected.**

- Users will not intentionally develop or use programs to harass others or infiltrate a computing system or damage or alter the software components or network.
- Users will not intentionally send inappropriate, obscene or hateful messages/mail to others.
- Users will not copy or modify server or network system files.
- Users will not block access (use encryption programs) on district computers without authorization.

**Respect the materials and resources of the Buffalo Public School System.**

- Users will not play unauthorized games on district computers.
- Users will not use the district's computer resources for non-academic activities or non-work related activities during work time.
- Users will properly utilize computer time and will not waste limited resources or supplies that are provided by the Buffalo Public School System.
- Users will work in ways that will not disturb others.

**Respect the materials and resources of Internet accounts.**

- Users will not send or receive offensive material over the internet.
- Users will not use obscene, offensive, harassing, insulting, or otherwise abusive language over the Internet or on e-mail.

**As a reminder:**

In accordance with the Child Internet Protection Act all internet activity within the Buffalo Public School District is both electronically filtered and monitored. Requests to gain access to external internet sites are filtered for appropriate content. The type of sites accessed is also monitored. This is done for the protection of our children and staff. It is also a requirement of the FCC in order to allow the District to participate in the Federal E-rate Program.

The use of personal computer equipment connected to the district's Local Area Network (LAN) within district buildings is prohibited.

To facilitate remote maintenance, staff is prohibited from disabling remote access to computer equipment on nights and weekends.

**A violation of the Acceptable Use Policy for Technology may result in the loss of computer privileges. It may also result in appropriate action for employees pursuant to the applicable contract provisions.**

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**I have read and understand the above Acceptable Use Policy for Technology:**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_