

Request For Folder On District Web Server

I _____, would like to have access to a folder on the district server to publish a web page for my class.

I understand,

- ❖ I am responsible for all material located in my web folder.
- ❖ Commercial activity is prohibited on the District's/school's web site.
- ❖ I must follow all board policies and procedures regarding web pages and network use.
- ❖ The District's network administrators can modify my web page to maintain network standards and security.
- ❖ I must follow all copyright laws.

Applicant's Signature Date

Principal's Signature Date



Please fill in the following information :

Name
Building
User Name
E-mail Address
Web Software Check one: FrontPage <input type="checkbox"/> Microsoft Word <input type="checkbox"/>

Send completed form to Amy Gates at Central Office. Applicants will be notified by e-mail with directions on how to map a drive to their web folder. Please allow two weeks for all requests to be processed.

Office Use Only

Approved
Added
User Notified

Folder Name
Mapping Location
Copy to Web Manager