



AP I9 Temporary District User Accounts

Legislative References: *Freedom of Information and Protection of Privacy Act; School Act Section 85; Canadian Charter of Rights and Freedoms; Copyright Act*

Policy Reference:

Collective Agreement References:

Date: May 30, 2024

Individuals from outside of the organization may require access to District network services on a temporary basis to support student learning and/or District operations and administration.

All District users, regardless of their employment status with the District are held to the same expectation and standards for acceptable use of District technology consistent with Administrative Practice [AP I8 Acceptable Use of Technology](#).

To request access for a temporary user, the form below must be completed and submitted to the SD64 HelpDesk.

Section A: to be completed by the person for whom the account is being requested
(Please Print)

Name (Last, First): _____

School or Location: _____

Teacher Supervisor (if applicable): _____

Principal/Site Supervisor Name: _____

Effective Start Date: _____ End Date: _____

I have read Administrative Practice AP I8 Acceptable Use of Technology and agree to the expectations of use outlined within.

Signature: _____ Date: _____

Section B: approved by Principal/Site Supervisor

Signature: _____ Date: _____

Submit to SD64 HelpDesk at: helpdesk@sd64.org