



## GCSnet Web Server Access Request Contract

Direct access to the GCS web server computer enables school webmasters who have already created websites to conveniently and effectively maintain their websites from school or home via FTP (file transfer protocol). The intent of this access is to assist those school webmasters who have a demonstrated commitment to integrating technology into the curriculum via webpage authoring.

In applying for this access I understand that I am responsible for keeping my access password private, for maintaining account security, and for making sure that any and all content that may appear on my webpages is in compliance with the [GCS Acceptable Use Policy EFE](#) and also in compliance with the **GCS Webpage Publishing Guidelines**.

I understand that my username and password for accessing the webserver will be assigned by Web Manager and cannot be changed except by Web Manager. Notification will be sent to me within one week if my request for access is granted.

Send this form via courier mail to: Web Manager, Eugene St. or fax to 370-8299.

<b>Access For</b>	<b>School Webmaster</b>
<b>Name</b>	
<b>GCSnet Username</b>	
<b>Building</b>	
<b>Position</b>	
<b>Work Phone</b>	
<b>Home Phone</b>	
<b>Requestor's Signature</b>	
<b>Principal or Supervisor's Signature of Approval</b>	
<b>Date of Request</b>	

Office Use Only: Date Issued \_\_\_\_\_ Path \_\_\_\_\_  
Username and password: \_\_\_\_\_