

# Application for an OISENet Account (E-Mail)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

<input type="checkbox"/> B.Ed.	Student #: _____	Program: _____
<input type="checkbox"/> M.A./M.Ed.	Student #: _____	Department: _____
<input type="checkbox"/> Ph.D./Ed.D.	Student #: _____	Department: _____
<input type="checkbox"/> Cont.Ed./A.Q.	Student #: _____	Course: _____
<input type="checkbox"/> Faculty/Project	Office Phone #: _____	Department: _____
<input type="checkbox"/> Staff	Office Phone #: _____	Department: _____
<input type="checkbox"/> Guest	Home Phone #: _____	Faculty Sponsor: _____

Please specify the **PASSWORD** you will use with your OISENet e-mail account. Your password should contain both letters and numbers and should contain no fewer than 8 characters. Your password should not contain a dictionary word, either forwards or backwards. IT SHOULD NOT CONTAIN YOUR NAME. It should be obscure but of meaning to you. Do not share your password with anybody, ever, under any circumstances. You may change your password within the system later. Applications with passwords that do not conform to the above rules will not be processed.

Please print your password here: \_\_\_\_\_ User ID (completed by EC staff only): \_\_\_\_\_

### Conditions of Use for E-mail

E-mail is to be used for academic purposes only. Other uses, including use for commercial or personal gain, for software or other copyright infringement, or for any illegal or disruptive purpose is not authorised. Access is issued for the exclusive use of the person named in the application form and may not be given to or shared with any other person. When access is no longer needed, or when affiliation with OISE/UT ceases, the access holder must contact the Education Commons at 416-923-6641 Ext 2763 to discontinue E-mail service.

### Appropriate Use of Information Technology

The University of Toronto is committed to ensuring a working and learning environment in which all persons treat others with humanity and respect. University information technology facilities include computing devices and associated peripherals, communications infrastructure and related equipment, facsimile machines, scanners, copiers, telephones, video and other multimedia devices and all forms of software. Such resources and tools are made available to employees in support of their teaching, research, and administrative activities and to students in support of their respective academic objectives and requirements. Their use is circumscribed by codes such as the Code of Student Conduct, the code of Behaviour for Academic Matters, the Ontario Human Rights Code, and the Criminal Code of Canada in concert with various rules and guidelines adopted in local units. Everyone bears the primary responsibility for the material he or she chooses to access, send, or display. The facilities may not be used in any manner to create, send or display material which contravenes the relevant policies or statutes. Where devices, such as portable computers, are the property of the user, the appropriate use expectations still apply when such devices are used to access University information technology facilities. Failure to adhere to these guidelines may result in the suspension of access privileges as well as other action as deemed appropriate by the user's division, University of Toronto Computing and Communications and/or the University of Toronto.

### Appropriate use of information technology includes, for example:

- respect for the rights of others
- respect for the property of others
- use of tools for the purpose for which they are intended
- adherence to etiquette and culture as defined in systems that you use
- consideration of other persons using shared systems, equipment and facilities
- adherence to the rules governing use of accounts, equipment, networks, or other facilities, whether the rules are established by the University of Toronto or by the organisations providing these tools to the University
- confidentiality in use of passwords
- a presumption of the right to privacy

### Inappropriate use of information technology includes, for example:

- unauthorised access, alteration, destruction, removal and/or disclosure of data, information, equipment, software, or systems
- deliberate over-extension of the resources of a system or interference with the processing of a system
- disclosure of confidential passwords and/or access devices or information for accounts, equipment, and telephone voice mail
- use of university facilities and resources for commercial purposes
- harassment, including sexual harassment
- malicious or unethical use
- propagation of hate literature
- theft of resources
- use that violates provincial or federal laws

### Agreement to Conditions of Use

I have read and accept the *Conditions of Use for E-mail* and *Appropriate use of Information Technology* sections on this form. I understand that this service is subject to verification of my eligibility as a current faculty or staff member, or student of OISE/UT, and that this service will remain active only as long as I remain affiliated with OISE/UT.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

*Please complete this application and hand it in, in person, to the EC Receptionist (3-347) or Help Desk (3-320).  
You can also fax your completed application to 416-926-4737. Please allow up to 5 days for your account to be created.  
Your User ID will likely be in the form of firstinitialsurname (eg. jsmith for Jane Smith)*