

Request for Username and Password details for access to Sandwell MBC Intranet from the Broadband Sandwell Network

The Sandwell Intranet provides information about Sandwell MBC services and is a repository for forms and documents covering work undertaken by Sandwell MBC institutions and employees.

Its access is restricted to Sandwell MBC personnel and permissions will not usually be given to external parties.

This form should be used by personnel who use the Sandwell Schools Broadband Network to request a username and password to allow them to access to SMBC Intranet services.

The following rules will apply to all such connections:

1. Broadband Sandwell Change Control Board reserve the right to refuse to allow connections if the connection creates a security risk or is damaging to the infrastructure, policies or business of the Broadband Sandwell network or the SMBC network
2. Access to services on Sandwell networks can only be provided on the basis of trust. It is the school's responsibility to ensure that all staff entrusted with Intranet access act in a responsible manner at all times.
3. Any conditions of service of Sandwell staff that may be changed following the implementation of this link must be fully considered.
4. Usernames will only be supplied to individuals; they may not be used by other persons at any time.
5. The school must undertake to advise the Broadband Sandwell Change Control Board when the individual assigned access leaves or no longer requires the use of the service.
6. The school will undertake any reconfiguration of the PC to be used for this access themselves. Instructions can be found at <http://www.broadbandsandwell.org.uk/intranetconnection.htm> Broadband Sandwell will attempt to assist if necessary, but any costs incurred must be met by the school.
7. The school will ensure that the use of the link is in the best interests of Sandwell MBC at all times.
8. The school will ensure that all charges to be made for the Broadband Sandwell service are paid.
9. There will be a £20 setup fee for provision of this access, and an annual maintenance fee (currently £20) will be required from the second year onwards to assist with database maintenance.

Please return the completed form to Keith Chandler at Broadband Sandwell, or fax to 0121 511 1022, together with an order to cover the setup fee.

Please complete this section to request Sandwell Intranet access.

Name of School _____

Name of person requiring Sandwell Intranet access: _____

Email address of person requiring Sandwell Intranet access _____

Other contact details (telephone no.) _____

Head teacher's declaration:

I agree to be bound by the terms for the provision of Sandwell Intranet access as stated above

_____ (Head teacher)

(Please note: this form will only be processed if signed personally by the Head Teacher)