



# Application for New User Account/RAS (ASC and non ASC employees)

Please complete and return to ASC Information Technology section.  
(Please PRINT your name - all signatures are required)

To: IT System Administrator

From:

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Initial: \_\_\_\_\_

Section/Organisation: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Job title: \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Business address: \_\_\_\_\_

I hereby apply for a user login for accessing files on the Australian Sports Commission (ASC) servers and for sending and receiving emails within the ASC and on the Internet.

**I understand that I am:**

1. responsible for maintaining the confidentiality of the password and account, and
2. fully responsible for all activities that occur under my password and account.

**I agree to:**

1. (ASC staff only) only operate my account while I am an employee of the Australian Sports Commission, when I leave the ASC, I will remove all my private documents;
2. only access areas that I have been authorised to access;
3. ensure that I exit from my account at the end of each session;
4. have read and to abide by the user conduct policy of the ASC which forms part of this application.

Applicant's signature: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

**From the Program Manager (non-ASC staff must have approval from an ASC delegate or head of own organisation)**

1. I approve the above person's use of the ASC computing services.
2. I agree to inform the ASC IT section immediately the applicant leaves my program.
3. The above also requires access to the following shared drive(s) and I will inform the ASC IT section when any changes occur regarding access to the shared drive(s).

**New staff member details:**

Filling an existing position          Permanent          Contract/Temp          Expected end date \_\_\_\_/\_\_\_\_/\_\_\_\_\_

(Optional) Please setup this account with the same settings as \_\_\_\_\_

Share or application name ie xyzshared SPIDAR	Distribution groups
eg: IT	eg: helpdesk

Thanks,

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Position: \_\_\_\_\_ Organisation: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Please send this form to Information Technology, or fax to 02 6214 1830

If the account setup is urgently required, please fax through the form, then follow up with a call to the IT Helpdesk (02 6214 1255).

**To be completed by ASC Information Technology section**

Username: \_\_\_\_\_ Created by: \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_\_

HD System Number: \_\_\_\_\_ Forwarded to Web Services by: \_\_\_\_\_

## USER CONDUCT

When using Australian Sports Commission Computing Services, you agree to not use the services to:

1. upload, post, email or otherwise transmit any unsolicited or unauthorised advertising, promotional materials, "junk mail," "spam," "chain letters," "pyramid schemes," or any other form of solicitation;
2. upload, post, email or otherwise transmit any Content that is unlawful, harmful, threatening, abusive, harassing, tortuous, defamatory, vulgar, obscene, libelous, invasive of another's privacy, hateful, or racially, sexually, ethnically or otherwise objectionable or vilifying;
3. harm minors in any way;
4. impersonate any person or entity, including, but not limited to, an Australian Sports Commission official, or falsely state or otherwise misrepresent your affiliation with a person or entity;
5. forge headers or otherwise manipulate identifiers in order to disguise the origin of any Content transmitted through the Service;
6. upload, post, email or otherwise transmit any Content that you do not have a right to transmit under any law or under contractual or fiduciary relationships (such as inside information, proprietary and confidential information learned or disclosed as part of employment relationships or under nondisclosure agreements);
7. upload, post, email or otherwise transmit any Content that infringes any patent, trademark, trade secret, copyright or other proprietary rights ("Rights") of any party;
8. upload, post, email or otherwise transmit any material that contains software viruses or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment;
9. interfere with or disrupt the Service or servers or networks connected to the Service, or disobey any requirements, procedures, policies or regulations of networks connected to the Service;
10. intentionally or unintentionally violate any applicable local, state, national or international law.

**If it is found that someone has breached the policy, the consequences are serious. Staff may be disciplined, including having their employment at the ASC terminated. In addition, they may also be sued personally for their inappropriate behaviour using ASC equipment.**