



AUCKLAND GIRLS' GRAMMAR SCHOOL

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Dear

Date

Student Name	
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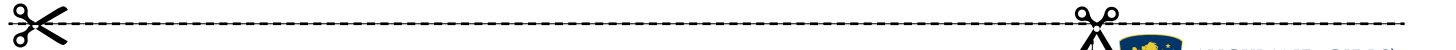
Form Teacher please note:

Attached are the log in and password details for the above student. I would be grateful if you would cut along the dotted lines and ensure she gets the two lower sections of this sheet and that she is aware of the expectations with regard to use and behaviour that this privilege requires within Auckland Girls' Grammar School.

Many thanks



C Langlands
ICT Co-ordinator



Confidential

Network and E Mail Passwords

This is the information you need to access the Auckland Girls' Grammar school network and e mail facilities that have been created for you. Please keep both sections of this document in a safe place.

Details of how to operate your e-mail account and a full explanation of the responsibilities required of you in respect of this and the network facilities are available in the E-Mail section of the school intranet. It is your responsibility to read these documents and familiarise yourself with their contents. Failure to do so will not exclude you from the responsibilities and expectations they contain.

The log in and password required for both your e-mail account and network access are the same. It is possible for you to change these to alternative passwords (individually or jointly) but please note that if you do so and then forget your passwords you will be required to complete a Password/Login replacement request form (available from the main office and or School Shop) and pay \$1.00 before new ones will be created.

Use and operation of the school network and/or e-mail facilities is deemed to be your acceptance of the conditions contained in the documents mentioned above and those that follow:

- the school monitors all incoming and outgoing mail and network and internet access
- you are responsible for the mail that comes in and out of your account
- content - sent and received - will be that which is appropriate for a school environment and for school use
- you will not allow your logins, passwords or accounts to be accessed or operated by anyone other than you
- you abide by the conditions of the Auckland Girls' Grammar School Internet User agreement
- knowledge of inappropriate content (sent or received) is to be reported to the ICT Co-ordinator immediately
- the requirements for operation are subject to change. For up-to-date information please refer to the Student E Mail on the intranet

Failure to respect and adhere to any of these conditions may result in loss of privileges and disciplinary action being taken.

Confidential:		
Form Class	Student ID Number	Name
Network and E Mail Log in	E Mail Address	
	@students.aggs.school.nz	



Students please note:

This is now your new user log in name and password to access the school network AND your FTGate school email account.
The school network will REQUIRE you to change the password when you first log in to something that suits you
The email password will not change and will stay as this unless you enter the system and then choose to change if yourself.

Form Teachers:

Please separate the two sections of this form (by cutting down the dashed line) and give both pieces to the student indicated on the left section.

Please **do not hand both sides of this to the students as one section.**

Confidential:
Password