



## Syslab Services Request Form

**To the student:** Please print all of the requested information legibly. Return it to one of the Computer Systems Lab teachers or a Student Systems Administrator. You will be notified about the status of your request via email, or you may check with a Student Systems Administrator at any time. **You will need a teacher's signature if you need services for a class or club/group/organization that is recognized by the 8th period office and the TJHSST administration.** This request will be valid until the end of the current school year. Service requests must be submitted before the last day of the school year for requested services to not expire. If you have any questions, please contact [sysadmins@tjhsst.edu](mailto:sysadmins@tjhsst.edu).

**To the faculty member:** This student has requested the following services of the Computer Systems Lab. **Please review the attached Guidelines, print and sign this form, and return it to Samuel Damashek, Fox Wilson, James Woglom, or another Sysadmin in Room 200C.** Thank you.

### Student Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Username: \_\_\_\_\_  
Email: \_\_\_\_\_ Class of 20\_\_\_\_\_

### Services

Please check any/all that apply:

#### Activity/Class Website

Activity Name: \_\_\_\_\_

Sponsor(s) (please print): \_\_\_\_\_

This will allow you to create a club/activity or class website. You will need the approval of the activity's sponsor or teacher for this. You must be the authorized member of your club/activity or member of the teacher's class to administrate or develop their website; as such, this form must be signed by the official sponsor or teacher of. If you need a MySQL database for the accompanying website, please check the appropriate box. The name and password of the MySQL database will be provided to you by a Sysadmin.

#### \_\_\_\_\_ Activity/Class Website Access

Activity/Class Website: \_\_\_\_\_

Sponsor/Teacher (please print): \_\_\_\_\_

Filling this section out will allow you to gain access to an activity's website that **already exists**. Make sure you get the sponsor's signature on the second page before you turn this in.

#### \_\_\_\_\_ MySQL Database

This will allow you to access one MySQL database for your personal use. The username and password will be given to you by a Sysadmin. You must request this if you need one for your group's website. Please fill out the **Activity/Class Website Access** if this is for a group/activity website.

### Student Agreement

I have read, understood, and agree to abide by the rules outlined in the Computer Systems Lab Policy, the TJHSST World-Wide Website Guidelines, the FCPS Acceptable Use Policy, and the FCPS Student Rights and Responsibilities. I understand that the above services may be revoked at any time and other disciplinary actions may occur if I directly or indirectly violate any guidelines as outlined in the above policies.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Teacher Authorization

I am aware of the Guidelines for Web Pages and have reviewed this with the above student. This student is responsible and can be trusted with the requested services of the Computer Systems Lab.

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TJHSST Guidelines for Developing

### World-Wide Web Pages

## APPROPRIATE CONTENT

TJ students and staff enjoy the privilege of posting web sites. With this privilege come responsibilities as outlined below. Web pages are intended for educational purposes only. All web pages residing on the TJHSST web server must reflect the character and mission of the school and must not violate any rules specified in the Fairfax County's Policies and Regulations or the Student Rights and Responsibilities (SR&R) document. Information may not be posted on the Internet if it violates the privacy of others, jeopardizes the health and safety of students, is obscene or libelous, causes disruption of school activities, plagiarizes the work of others, or is not approved by the principal or program manager. Web sites used for malicious or unethical purposes will not be tolerated. Web authors must not establish links to other pages on the Internet, which would be in violation of SR&R policies. Violations of the TJHSST Web Guidelines will result in removal of the offending site from the server. The owner of the site may face further disciplinary action.

## PERSONAL INFORMATION

Web authors must not publish any of the following personal information:

- home addresses
- home telephone numbers
- social security numbers
- FCPS student identification numbers

Pictures of students on web pages shall not be used if the students' parents have withheld consent by completing the applicable opt out of directory information form. If student pictures are used, only the student's first name may accompany the picture(s).

## COPYRIGHT

Web pages must not present any copyrighted graphic images, music, or text materials unless specifically granted permission by the owner of the copyright.

Web pages that use non-copyrighted materials developed by others should be well documented giving credit to the proper author.

## WEB GUIDELINES

- All pages should include the date the page was last modified.
- Web pages should have some clear purpose and contain meaningful information.
- Web pages should not have dead links or links to empty pages. Authors should check external links on their own pages periodically to make sure they are still valid.
- Web pages must be designed to be compatible with all major browsers, should avoid the use of nonstandard tags and should adhere to W3C standards.
- Web authors should keep pages to a manageable size, avoiding excessive use of large, in-line graphic images. Small icons used as links to larger graphics is preferred.
- Web authors are expected to use common sense when designing pages and exhibit polite, considerate, and ethical behavior.

**Methods for accessing and updating the web sites vary. Detailed instructions will be provided by the Tech Team. If you have any questions, ask a Sysadmin or email [sysadmins@tjhsst.edu](mailto:sysadmins@tjhsst.edu).**