



**Casual Employee Application**  
*Please email your complete application to [hr@fvsd.ab.ca](mailto:hr@fvsd.ab.ca) or drop off at a school.*

Full Name:	Phone Number:
Mailing Address:	Birthdate:
Email Address:	SIN:
Preferred Schools:	

Check the Casual Positions you are interested in:					
	Classroom Supervisor		Cook		Custodian
	Educational Assistant		Secretary		Other

A Police Vulnerable Sector Check (VSC):	
	<ul style="list-style-type: none"> <li>is REQUIRED and must be on file before you will be approved for work.</li> </ul>
	I have attached my VSC which is dated within the last 6 months.
	I am a previous casual / permanent employee / volunteer who worked within the last 6 months and a valid VSC is on file with FVSD Human Resources.

A Children's Services Intervention Record Check (IRC):	
	<ul style="list-style-type: none"> <li>is ONLY REQUIRED if you have children OR had children in your care in the past, including step and foster children.</li> </ul>
	This is not applicable to me as I do not have children and have never had children in my care.
	I have attached my IRC which is dated within the last 6 months.
	I am a previous casual / permanent employee / volunteer who worked within the last 6 months and a valid IRC is on file with FVSD Human Resources.

**New Casual:** Please submit all forms, along with your VSC, and IRC (if applicable) for approval.  
**Previous Casual:** Please submit this form for approval. A new Tech form is not needed, and a Direct Deposit form is only needed if your banking info has changed.

Date completed	Signature
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***FVSD Human Resources will verify that your VSC & IRC are valid and advise the schools if you are approved for casual employment. They will call you directly when work is available.***



## Payroll Direct Deposit Form

Complete this form or submit a bank form.

Employee Name: \_\_\_\_\_

Name of Bank: \_\_\_\_\_

Institution/Bank No. (3 digits): \_\_\_\_\_

Transit No. (5 digits): \_\_\_\_\_

Account No.: \_\_\_\_\_

Employee's signature: \_\_\_\_\_

Date: \_\_\_\_\_

### How to find your banking information on a cheque:



# FVSD Guidelines for All Technology Uses for Staff

## Introduction

FVSD supports the use of technology resources by staff and students for educational purposes as well as administrative operations. This includes, but is not limited to, Internet access, e-mail accounts, installed software, personal file storage areas, personally owned digital devices and all hardware attached to the network.

## Principles of Use

- ✓ All network resources are intended for educational use and administrative operations.
- ✓ As the owner of all network resources, FVSD has the right to monitor their use.
- ✓ Network resources must not be used for purposes that are illegal, unethical or immoral on divisional, personally owned or other digital devices.
- ✓ The use of Information Technology resources is subject to all guidelines and practices of both the division and individual schools/sites related to technology, property or conduct. In particular, staff members are expected to abide by the regulations and concepts of the **Information Technology Protocols contained in the FVSD Administrators' Handbook**.
- ✓ The use of personal devices while working is subject to guidelines outlined in the **Information Technology Protocols specifically staff are prohibited from using personal technology devices unless approved by the Principal for instructional purposes**.

## Conditions of Use

- ✓ Staff are expected to use network resources to further the mission of FVSD. Personal use of the network is permitted provided this use does not interfere with the user's work performance, interfere with any other user's performance, have undue impact on the operation of the network or violate any policy, guideline or standard of FVSD.
- ✓ Teachers will review and ensure their students understand the FVSD Information Technology Protocols annually. Particular emphasis will be placed on reviewing the FVSD Guidelines for All Technology Uses for Students and the FVSD Student Internet Use Guidelines with students annually and as needed throughout the year.
- ✓ Teachers will address digital citizenship as it applies to their students. Particular emphasis will be placed on cyber bullying and its impact on individuals.
- ✓ Staff will not publish on the Internet or in publicly viewed files personal information about other staff or students without the appropriate permission. Any such publishing must meet the Freedom of Information and Protection of Privacy guidelines established by FVSD.
- ✓ Staff will not publish on the Internet or in publicly viewed files inappropriate or offensive information.
- ✓ Staff who discover material on the network that they believe to be inappropriate are expected to advise their school/department administrator or the Information Technology Manager.

- ✓ Staff will only use their assigned login in the manner intended. This includes accessing only network resources assigned to their login. Staff will not use another person's files, output or user name.
- ✓ Staff are responsible for the security of access (login and password) to their network resources. In particular, it is expected that staff will not share their password with others nor will they maintain an unsupervised login that compromises network security. **Staff are responsible for problems caused by use of their login by other individuals.**
- ✓ Staff will not decrease the operation of and access to network resources through inappropriate use of network resources, malicious activity directed against network resources or through unauthorized use of personal program/data files.

### Consequence

- ✓ Consequences of inappropriate use of information technology and network resources could include loss of network privileges, suspension, financial liability for damages, and/or disciplinary or legal action up to termination of employment.

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## FVSD Staff Technology User Agreement

As a staff user of the Fort Vermilion School Division Information Technology Network, I have read and hereby agree to comply with the FVSD Guidelines for All Technology Uses for Staff. I understand that if I do not adhere to these Guidelines, I may be subject to disciplinary action which could include loss of network privileges, suspension, financial liability for damages, and/or disciplinary or legal action up to termination of employment.

Staff Name (Please Print): \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_