

STUDENT E-MAIL ACCOUNT AGREEMENT

Student e-mail accounts are available for 9th, 10th, 11th, and 12th grade students in ISD 318. Any student wishing to have an account should read through the following material and then request an e-mail account for educational use by filling out the application form.

STUDENTS SHALL:

- 👍 adhere to the same standard of conduct expected and required in a classroom
- 👍 follow process for applying for e-mail accounts
- 👍 follow rules for using resources, time limits and printing instructions
- 👍 read, respond or delete messages and attachments in a prompt fashion
- 👍 read, understand and agree with School District 318's Acceptable Use of Electronic Technologies Policy
- 👍 log out of your e-mail account when done

STUDENTS SHALL NOT:

- 👍 lend their e-mail logins and passwords to anyone else
- 👍 create or download a computer virus and place it on the network
- 👍 send a message that is inconsistent with the school's code of conduct, written or implied
- 👍 send messages that are inappropriate, obscene, sexist, contain obscenities, or contain inflammatory or abusive language
- 👍 send a message with someone else's name on it
- 👍 read mail or files without the owner's permission
- 👍 send chain letters or mass mailings
- 👍 attach large files
- 👍 engage in any activity with the intent of disrupting or damaging the District's network or e-mail system(s).

Student accounts can be accessed in school or from home (or via any network connection). This agreement applies to access responsibilities regardless of location.

It is strongly recommended that computers accessing the District's e-mail system from outside of the District contain virus protection software.

All student accounts will be terminated during the first week of July and students will need to reapply for e-mail accounts in September.

(OVER)

AGREEMENT

Student Name (first and last) _____ Grade _____

School _____ Locker Number _____

I have read ISD 318's Acceptable Use of Electronic Technologies Policy and the guidelines above. I agree to follow the policy and guidelines. I understand that if I violate the policy or guidelines my e-mail account can be terminated and I may face other disciplinary measures.

Student Signature _____ Date _____

Signature of Designated HS Staff _____

As the Parent/Guardian of the above student, I have read ISD 318's Acceptable Use of Electronic Technologies Policy and the guidelines. I agree to hold ISD 318 harmless in the event my child misuses the assigned e-mail account. I understand that my child will also have e-mail access from internet terminals outside of the school building(s). I give permission to issue an e-mail account for my child.

Parent/Guardian Signature _____ Date _____

Phone _____

All student e-mail accounts will be their locker number (name login) and a password that the student selects (password login). **IMPORTANT**, remember your password. If you forget your password, it cannot be retrieved and you will need to go through the application process again.

After the above form has been completed, please return it to your designated HS staff person. The designated HS staff person will keep the original for their building records and forward a copy to District Services. District Services will set up an e-mail account and notify the designated HS staff person.