

Student Email Account Agreement

My signature below signifies my understanding that Collierville Schools email accounts are for educational purposes only and provided as a privilege by Collierville Schools. Any misuse of the Collierville School email system will result in immediate cancellation of my account. Malicious and/or illegal misuse of my email account, computer files or system network could result in legal prosecution. My signature below also signifies that I will not share my password with anyone.

As a student of Collierville Schools, I hereby state that I have read and understand the *Use of Internet Policy 4.406* as printed on the back of this form, and that I agree to comply with the provisions stated therein.

I further state that I understand the following:

1. Teachers, network and/or site administrators may review any files and communications to maintain system integrity and ensure that students are using the system responsibly. All student email is archived in accordance with Federal regulation.
2. Files and any other information or communication stored on any electronic equipment owned or operated by Collierville Schools are not private and will not be maintained indefinitely.
3. Failure to abide by the terms of this agreement may result in disciplinary action up to criminal prosecution by government authorities.

Student Signature _____ Date: _____

Parent Signature _____ Date: _____

I choose **NOT TO PARTICIPATE** and Opt-Out of allowing my student an email address.

EMAIL ADDRESS: «User_name»

PASSWORD: «Password»

Collierville Schools Webmail Address: <http://login.microsoftonline.com>

Your email address consists of the username and the server address. Everything to the left of the @ is the username. Everything to the right of the @ is the server address. This is only your temporary password. You will be allowed to create a new password by following the instruction on the sign in page.

Please complete the form below. Make any needed additions and/or corrections.

First Name: «First_name»

Last Name: «Last_name»

School: «Department»

Grade Level: _____ Homeroom Teacher: _____

(OVER) COLLIERVILLE SCHOOLS POLICY 4.406 – USE OF INTERNET

Collierville Schools Policy #4.406 Use of the Internet

Students

The director of schools shall develop and implement procedures for appropriate Internet use by students. Procedures shall address the following:

1. General rules and ethics of Internet use.
2. Prohibited or illegal activities, including, but not limited to:
 - Sending or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting, defaming or attacking others
 - Damaging computers, computer systems or computer networks
 - Hacking or attempting unauthorized access
 - Violation of copyright laws
 - Trespassing in another's folders, work or files
 - Intentional misuse of resources
 - Using another's password or other identifier (impersonation)
 - Use of the network for commercial purposes
 - Buying or selling on the Internet
 - Using electronic resources for any purpose inconsistent with the system's discipline policies or code of conduct.

INTERNET SAFETY MEASURES³

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by students to inappropriate matter on the Internet and World Wide Web
- Safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications
- Preventing unauthorized access, including "hacking" and other unlawful activities by students on-line
- Unauthorized disclosure, use and dissemination of personal information regarding students
- Restricting students' access to materials harmful to them

The Director of Schools/designee shall establish a process to ensure the district's education technology is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

- Utilizing technology that blocks or filters Internet access (for both students and adults) to material that is obscene, child pornography or harmful to students
- Maintaining and securing a usage log
- Monitoring on-line activities of students

The Board shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate, its Internet safety measures.

A written parental consent shall be required prior to the student being granted access to electronic media involving district technological resources.

E-MAIL

Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. All data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/students have no expectation of privacy with regard to such data. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.

SOCIAL NETWORKING

1. District staff who have a presence on social networking websites are prohibited from posting data, documents, photographs or inappropriate information that is likely to create a material and substantial disruption of classroom activity.
2. District staff are prohibited from accessing personal social networking sites on school computers or during school hours except for legitimate instructional purposes.
3. The Board discourages district staff from socializing with students on social networking websites. The same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium is unacceptable when done through the use of technology.

VIOLATIONS

Violations of this policy or a procedure promulgated under its authority shall be handled in accordance with the existing disciplinary procedures of this District