

Agreement for Acceptable Use of the Student E-Mail System

You are being given access to the District's student email system. Through this system, you will be able to communicate with other Putnam City students and staff. With this educational opportunity comes responsibility. Inappropriate system use will result in disciplinary action being taken.

Please note that while the District will take responsible steps to prevent access to objectionable material, it is not possible, however, for us to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

Rules for Appropriate Use

- You will be assigned an individual account. Do not share the password with others.
- The account is to be used for identified educational purposes only.
- You will be responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the agreement.
- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.

Inappropriate Uses

- Using the system for any illegal purpose.
- Using another person's account.
- Posting personal information about yourself or others (such as street addresses and phone numbers).
- Downloading or using copyrighted information without the permission from the copyright holder.
- Sending messages or materials that are abusive, obscene, sexually-oriented, threatening, harassing, illegal, or damaging to another's reputation.
- Intentionally sending a file that could cause harm; i.e. virus, malware.

Consequences for Inappropriate Use

Any attempt to violate the guidelines for use of technology, the network, or the Internet, may result in revocation of user privileges, and/or other disciplinary actions consistent with Board of Education Policy.

The student email agreement will be active from the time of signing through the student's enrollment unless the school is notified.

STUDENT

Name: _____

I understand that my computer email is not private and that the District will monitor my email activity on the computer system.

I have read the District's Agreement for Acceptable Use of the Student E-mail System and agree to abide by all of its provisions. (I understand that violation of these provisions may result in suspension or revocation of my student email access as well as possible disciplinary action.)

Student Signature: _____ **Date:** _____

PARENT OR GUARDIAN

I have read the District's Agreement for Acceptable Use of the Student E-mail System. In consideration for the privilege of my child using the District's student email system, and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damage of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the type of damage identified in the District's policy and administrative regulations.

Signature of Parent/Guardian: _____

Date: _____