

Electronic Communication Security

The Technology Coordinator will setup and maintain staff email addresses for Millwood Public Schools through the Internet provider. These addresses will be hosted on the provider's server. However -

- a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.
- b. Users will immediately notify District Technology Coordinator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. Users will avoid the inadvertent spread of computer viruses. Students will not be allowed to download software without the teacher present. Virus protection procedures will be followed in the event of a virus occurring during the downloading of software.

MILLWOOD STAFF/STUDENT/PARENT APPLICATION FOR INTERNET/E-MAIL ACCOUNT
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- **All Millwood staff, students, and board members may be issued an E-mail account.**

Person Requesting Account: _____

Position: _____

School Department: _____

Staff

All staff requesting a Millwood account must submit a completed application to the Technology Coordinator. Staff members are expected to follow the guidelines set forth in the Acceptable Use Policy and related Regulations. The account will usually be established within 24 hours of its arrival in the office of the Technology Coordinator. The coordinator will send written confirmation of the account to the staff person's school/department. The notification will include the USER NAME and current/temporary PASSWORD. Included with the notification will be brief instruction for logging into the system.

I have read the guidelines for accessing Millwood Public Schools Internet/Electronic Resources, and I agree to follow the guidelines/rules contained in this policy. I understand that if I violate the policy my account can be terminated and I may face other disciplinary measures as specified in the policy and regulations.

Signature

Date

Parent/Guardian

I have been given, have read, fully understand and agree to follow the policy and regulations provided by Millwood Public Schools on student access to the Internet/Electronic Resources. If dial-up access is provided from our home, I accept full responsibility for at-home supervision.

I will instruct my child regarding any values against accessing materials that I have in addition to the restrictions set forth in the Acceptable Use Policy, and I will emphasize to my child the importance of following the guidelines for student responsibility on the Internet.

Print Name

Parent/Guardian Signature

Date

Print Name

Student Signature

Date

(Must receive a copy of the Acceptable Use Policy and Regulations)