

**E-Mail Acceptable Use Policy:**

1. Users must sign the "Acceptable Use Policy" for Use of the Computer Network System at the beginning of each school year.
2. Students must always get permission from their instructors before sending e-mail.
3. Instructors will log students onto their e-mail account and keep password secret from students or the student may receive an e-mail account.
4. All users are expected to abide by the generally accepted rules of network etiquette, which includes being polite and using only appropriate language.
5. The use of Technology is a privilege, not a right. Inappropriate use will result in cancellation of the privilege. The Thousand Islands Central School District is delegated the authority to determine appropriate use and may deny, revoke, suspend or close any user account at any time based upon its determination of inappropriate use by account holder or user.

Instructor: \_\_\_\_\_ Signature: \_\_\_\_\_

Student: \_\_\_\_\_ Signature: \_\_\_\_\_

E-Mail Account UserName: \_\_\_\_\_

E-Mail Account Password: \_\_\_\_\_

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

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

Please return to District Technology Coordinator.