

Agreement for Acceptable Use of Office 365 for Students

District 209 students are being given access to Proviso Office 365 cloud-based services. They will now have web access to the Microsoft Office suite, including Word, Excel, PowerPoint and other features. In addition, students will be provided with an email address, OneDrive for online storage, and several other tools. This opportunity supports the District's goal of providing equitable access to resources that support extending and personalizing learning beyond the classroom.

Students and parents/guardians, please read through this agreement together, discuss it, and sign it below.

Student Pledge:

I understand that with this opportunity comes responsibility. I am expected to exercise good digital citizenship and appropriate use including:

- Safeguarding my individual account by not sharing passwords with others.
- Using my account for educational purposes only.
- Not violating the Student Acceptable Use policy as outlined in the student handbook.
- Remembering that any communication that I send using my account is a representation of both my school and myself.

I understand that inappropriate use can include, but is not limited to the following:

- Posting messages or accessing materials that are abusive, obscene, sexually-oriented, threatening, harassing, damaging to the another's reputation, or illegal.
- Downloading or using copyrighted information without the permission of the copyright holder.
- Posting personal information about myself or others.
- Using the system for any illegal purpose.
- Using another person's account.
- Gaining unauthorized access to restricted information or resources.

I understand that there are no expectations of privacy in the use of the District's systems, email, or equipment. I further understand that the consequences for inappropriate use may include my access privileges being revoked, school disciplinary action, and/or appropriate legal action may be taken.

Student Name (please print)

Student ID Number

Student Signature

Date

(Over)

****Students are required to have a parent/guardian read and agree to the following:***

Parent Pledge:

I have read this *Agreement for Acceptable Use of Office 365 for Students*. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials obtained via the network. I accept full responsibility for supervision if and when my student's use is not in a school setting. I have discussed the terms of this *Authorization* with my student. I hereby request that my child be allowed access to the District's Internet.

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

How to Use Proper Email Etiquette When Writing to Your Teacher

1. Use only your Proviso email address. This marks the message as legitimate and not spam. It also gives the teacher an idea of who's sending the message. Do not use your Gmail, Yahoo or any other email account.
2. Always fill in the subject line. When typing the subject line, be sure that you mention what the email is for or in regards to. You don't want it to seem like a randomly generated subject and end up in your teacher's spam folder.
3. Address your teacher directly; don't just launch straight into a request. Examples: 'Dear Mr. Smith', 'Hi, Ms. Jones'.
4. Since Proviso email uses your school initials and your ID number as your email name, be sure your first sentence identifies who you are by name. You may want to include your class and meeting time as well. Example: This is Susan Parker from 1st period English.
5. Be polite. Don't make demands, don't accuse, remember to write please and thank you.
6. Be brief. Keep your message short and to the point. Your teacher is probably going to have dozens of email messages to wade through each day. Just get to the point and politely, respectfully, make your request.
7. Be specific. This may seem to conflict with the previous step, but it needn't be. Make sure you are as clear as possible about what it is you need to ask of your teacher without writing a novel.
8. Do not use email to argue, and never send an email when you are angry. You want to be sure that you maintain a professional demeanor.
9. Close your email with something polite like 'Thank you', 'Thanks for your time', 'See you in class tomorrow', etc. Then re-type your name.
10. Grammar and spell check. Before you send your email, be sure that you proofread your message. You shouldn't write your email as though you are texting your friend. Be sure it's got full sentences, proper grammar, and real spelling. Don't use texting abbreviations.
11. Do not write in all capital letters. This is generally interpreted as SHOUTING.