

Student E-Mail Account Form, 2009-2010

Deliver or Fax this document to the Office of Technology at 463-7435.

Yellow= OOT will complete and return to the teacher sponsoring this student.

Student-	Grade-	School-
Username-	Password- It is your responsibility to keep your password secure.	★ By logging-in to your account you are accepting the Rules & Procedures for Anderson County Student E-Mail
Your E-Mail Address- username@acs.ac		
Teacher Sponsor Signature - _____		Teacher ACS E-Mail Address _____
The OOT must have a signature from a certified teacher at your school so that we know you are truly an active student. Also, your account information will be e-mailed back to this teacher. This teacher is NOT responsible for you or your e-mail... their signature is proof of you active enrollment only.		

ACS middle and high school students are being issued a student e-mail for the purposes of enhancing student access to technology and improving achievement. E-mail is the most efficient and cost-effective way for students to communicate and store educational content. It is therefore the preferred means of communication except in a few situations where it is inappropriate, review the complete document [Rules & Procedures for Anderson County Student E-Mail](#) for more information. ★ The [Rules & Procedures for Anderson County Student E-Mail](#) are posted on the Student Tab of the Anderson County website at [www.acs.ac](#).

Students may communicate ONLY with ACS teachers and students. Student e-mail in ACS is a full e-mail account, but students will only be able to send and / or receive messages from other ACS students and teachers. Students will be able to access their e-mail account anywhere there is a connection to the Internet, but again, they will only be able to send and or receive e-mail communications from other ACS students and teachers.

Students are expected to use their ACS Student e-mail account for all e-mail relating to their studies, and not to use other e-mail accounts for this purpose. It is a violation of School Board Policy to access other e-mail accounts while attending ACS. (Refer to the AUP, Student Code of Conduct, 2009-2010 SY.) Students are encouraged to use their e-mail account to store assignments and school files in their inbox. ACS scans all incoming and outgoing messages for viruses. Each student will have **25mb** of storage space in their inbox. Students may send personal e-mail communications, however, remember all e-mail communication is backed-up and archived and is not to be considered to be private.

Students will be given a full *MS Exchange* e-mail account, web mail, including inbox, calendar, contacts, notes, and tasks. Students will access their e-mail account from the link located on the ACS website, top right of the main page. For more information / directions on the use of *MS Web Exchange* e-mail [click here](#).

All E-Mail Communications are Monitored, Saved, and are Searchable (Including Files)


The ACS back-up solution ([Jatheon Archiving Server](#)) not only saves and archives e-mail and data for the Anderson County School System on a daily basis, the system also allows for e-mail retrieval, search, and review by the Director of Schools, Director of Technology, the building principal, and the ACS Networking Staff. ALL messages are archived, even if deleted by the user. ALL student e-mail messages, files, attachments, calendar appointments, contacts, and notes can be read by the Director of Schools, the Director of Technology, the Office of Technology Network Coordinator, and the school principal if necessary. **NO e-mail message in ACS should be consider private as explained above.** It is the responsibility of the user to remove e-mail communications from their inbox on a regular basis throughout the school year.

All e-mail communication is subject to search and is the property of the Anderson County School system. Deleting e-mail from your inbox does not delete the e-mail from the ACS server and the ACS back-up copy. Once an e-mail has been sent and / or received in your inbox, the e-mail WILL become part of the archived copy.

Illegal Content

ACS students should store only legal and educational content in their e-mail, free from illegal data, student personal information, and identifying numbers (Ex: SS#, etc.) ACS students should never include information in an e-mail concerning a student or employee who would identify or highlight any type of personal, professional, or educational information... in other words, DETAILS of an event, grade, or assignment.

Students, there is nothing you can send in an e-mail message that the OOT cannot review, retrieve, save, print, and or produced as evidence if necessary, including messages, files, pictures, notes, and calendars appointments. Students **not** following the procedures outlined in the [Rules & Procedures for Anderson County Student E-Mail](#) will **lose the use of their student e-mail account.**

 By logging-in to your student account you are agreeing to follow all rules and procedures for student e-mail in ACS. The complete document, [Rules & Procedures for Anderson County Student E-Mail](#), can be read and or printed from the linked provided above. **If a parent or guardian does not want their child to have any e-mail account, contact the school office and the account will be removed.**