

<p>Anderson County Schools Office of Technology Johanna Whitley, Director 141 East Broad Street Clinton, TN 37716 www.acs.ac 463-1017</p>	<h1 style="margin: 0;">ACS Email and On-Line Product Account Registration</h1>
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SECTION 1: Directions: (Print and Complete)

1. Complete all the information within the ACS Email and On-Line Product Account Registration.
2. Read and Sign the Acceptable Use Policy.
3. Obtain the Signature of your Principal or Department Supervisor.
4. Send the **ORIGINAL ACS Email Account Registration and Acceptable Use Policy** to the OOT by School Department Mail, in **a sealed envelope**. (Remember this document will contain **CONFIDENTIAL** Account Access Information.) You need to submit **BOTH** the documents in order to establish ACS Accounts.

SECTION 2: Confirmation of Email and ACS Web-based Product Accounts

Upon receipt of your completed forms, we will create your ACS Email Account first, then we will contact you by phone to give you your Username and Password, please include a phone number where you can be reached. Next after your Email Account is complete we will begin creating your other On-Line Accounts, you will receive your Log-On Information for these Account via Email. Once your ACS Accounts are established, we will send your Principal/Department Supervisor notification that your accounts are active. For your protection and the security of the ACS Network, do not share your Account Information or leave it where it could be accessed or viewed by students or the general public. If at any time you feel that your Account Information has been compromised please notify your Principal/Supervisor and the OOT immediately. Your Principal/Supervisor will have a copy of your Account Information. If you need assistance completing this form, please contact Christy Disney, OOT @ 463-1017

Today' Date _____

Telephone Number (s)
 Where you can be reached for account confirmation _____

First Name	Middle Initial	Last Name	Preferred Name

Your Position/Job Title (Teacher, Asst., etc) _____	Teaching Assignment (Grade and Course) _____
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List the location where work. If you work at more than one location, list all of the locations.

(School and/or Central Office Department)

- | | | |
|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ |
|----------|----------|----------|

Password Information: Please choose a password for your email account using the following guidelines:

Your new password needs to be at least 6 characters in length and no more than 10 characters in length.

It only needs to meet 3 of the 4 following criteria:

1. Must contain at least 1 lower case letter.
2. Must contain at least 1 upper case letter.
3. Must contain at least 1 special character.
4. Must contain at least 1 number.

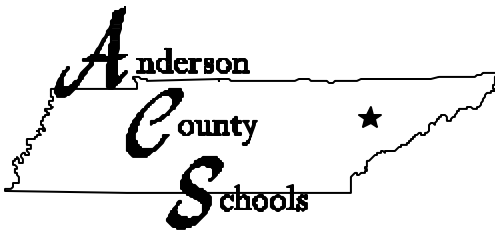
Examples: Like2win
 iLike\$

List your PASSWORD here: _____
 For **Certified Teachers Only**, list your name below **EXACTLY** as is appears on your **Tennessee Teacher Certificate**

Question: Have you ever had an ACS Email Account in the past? (yes or no) _____

User's Signature _____ Date _____

Principal/Director Signature _____ Date _____



Acceptable Use Policy

Terms and Conditions for Technology/Internet Use (Employee)

Anderson County Schools has access to computers, networks, and the Internet. This technology is the most effective way we have found for introducing students to the global nature of information. It allows users to find, synthesize and share information in a variety of unique ways.

The Internet has evolved because groups of individuals have chosen to network their computers in order to share information. A small minority have made objectionable materials available over the Internet. Anderson County Schools will take every precaution to restrict access to this information. However, an industrious user may discover information not acceptable for school use. We firmly believe that the valuable information and interaction available on the Internet far outweigh the possibility that users may obtain unsuitable material. Disciplinary action will be taken against users found sending or acquiring objectionable material over the Internet or developing objectionable material on school equipment.

As per the state requirement, no Tennessee Department of Education internet accounts may be granted without the successful completion of locally provided training.

Please remember the following:

- Never write or share your password with students or unauthorized personnel.
- All network communication must be polite, kind, and free from inappropriate language.
- Electronic mail is not guaranteed to be private.
- Personal work and electronic mail shall be deleted regularly. File server space is limited.
- Personal addresses, phone numbers, and financial information shall not be included in network communication.
- No attempt to tamper with other people's data or to gain unauthorized access to accounts or files on the networks, including the Internet, is permitted.
- Anderson County Schools does not own the copyright on any of its software and, except for a single copy for backup purposes or unless expressly authorized by the copyright owner(s), does not have the right to reproduce it.
- If you are unsure about any use of the networks or Internet, ask the system administrator.

I understand that computer, network and Internet use at Anderson County Schools is a privilege and not a right and that my use of this privilege may be revoked at any time for any reason.

As a condition of my use of the computers, networks and Internet, I will abide by the above Terms and Conditions for Technology/Internet Use at Anderson County Schools, and by any future terms or conditions that may be developed. I understand disciplinary action will be taken if I am found abusing my computer, network, or Internet privileges.

Additionally:

- I understand that Anderson County Schools will provide computer, network and Internet access, for educational purposes only, to qualified students, teachers, administrators and staff through its individual schools.
- I will ensure that all students who use the computers, networks, and/or Internet under my supervision abide by the Anderson County Schools Acceptable Use Agreement.
- I will supervise all student activities using technology in my classroom.
- I will set an educationally relevant objective for each technology activity that I supervise.
- Anderson County Schools does not condone and specifically forbids the unauthorized duplication of software.
- I will abide by copyright law.

According to U.S. copyright law, unauthorized reproduction of software is a federal offense. Offenders can be subject to civil damages of as much as \$100,000 per title copied, and criminal penalties, including fines up to \$250,000 per work copied, and imprisonment up to 5 years per title copied.

User Name (please print) _____

User Signature _____

Date ____ / ____ / ____