

Office 365 Student Code of Conduct

Santee School District recognizes that technology can greatly enhance the instructional program and empower student learning. In this spirit, Santee School District will provide students with an email address and online storage using the Microsoft Office 365 enterprise system.

The basic purpose for you to use Microsoft Office 365 is for education. This agreement states you will use Microsoft Office 365 only to support your education. Also this agreement states that you will be polite and respectful of other students. You will also respect students' privacy and security when using Microsoft Office 365.

1. **Personal Responsibility:** I will accept personal responsibility for reporting any misuse of Microsoft *Office 365* to my teacher.
2. **Acceptable Use:** The use of my assigned account will be in support of my education and the educational goals of the Santee School District. I am personally responsible for this provision at all times when using Microsoft *Office 365*. In addition, I will abide by the following:
 - I will not use Microsoft *Office 365* to post any web pages.
 - I will not use Microsoft *Office 365* to post any obscene, discriminatory or offensive material. All material posted will be in keeping with school assignments.
 - I understand that school administration has the right to monitor all postings including emails and messaging.
3. **Privileges:** I understand that the use of Microsoft *Office 365* is a privilege, not a right, and that inappropriate use will result in a cancellation of those privileges and possible disciplinary action in accordance with school policy and education code.
4. **Network Etiquette and Privacy:** I understand and will abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:
 - BEING POLITE: Never sending or encouraging others to send abusive messages.
 - USING APPROPRIATE LANGUAGE: I understand that I am a representative of our school and district on the Internet and will use polite and appropriate language.
 - PRIVACY: I will not reveal my home address or personal phone number or the addresses and phone numbers of other students. While using Internet services through Microsoft *Office 365*, I will not reveal my e-mail address or the e-mail address of others.
 - ELECTRONIC MAIL: Inappropriate language or harassment will result in loss of system privileges and/or other disciplinary measures. By signing this agreement, I affirm the following:
 - a) I understand that e-mail sent via Microsoft *Office 365* must be school related and must abide by the guidelines outlined here. I will immediately report any threatening, obscene, or harassing e-mail to my teacher(s) or school administrator.
 - b) I understand that I will **not** share my Microsoft *Office 365* password with others and that I am responsible for all e-mail sent through my account.
 - c) I understand that e-mail sent through this account will be scanned for content violating the terms of this agreement and that suspect e-mail will be reviewed by school administration.
5. **Vandalism:** Any attempt to harm or destroy data of another user or student will result in disciplinary action.

Student Signature: _____ Student Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____



Santee School District

SCHOOLS:

Cajon Park
Carlton Hills
Carlton Oaks
Chet F. Harritt
Hill Creek
Pepper Drive
PRIDE Academy
at Prospect Avenue
Rio Seco
Sycamore Canyon
Alternative
Success Program

Dear Parents or Guardian,

Technology is affecting every aspect of our world today. Nearly every profession utilizes computers as a communication tool. It is essential that we provide our students with opportunities to use these tools with proper etiquette and appropriate responsibility. We want all our students to become responsible "Cyber-Citizens".

The Santee School District will provide your child with Microsoft Office 365 enterprise system, which is an online collaboration, communication, and data storage system. This service is available solely for the purpose of supporting your child's education.

Before students can use the system, they must read the Code of Conduct Agreement and agree to the Agreement's rules and expectations. Both you and your child must sign this Agreement before an account will be issued.

Parents will also need to attend a 30-minute parent meeting or watch an informative video before students can use the system. Parent meetings are scheduled as follows:

Tuesday, Sept 25 – 4:00 – Hill Creek multipurpose room, 9665 Jeremy St.

Thursday, Sept 27 – 6:00 – Carlton Oaks multipurpose room, 9353 Wethersfield Rd

Tuesday, October 2 – 6:00 – PRIDE Academy multipurpose room, 9303 Prospect Ave

Monday, October 8 – 6:00 - Educational Resources Bldg, 9625 Cuyamaca St

The video can be found at: <http://www.santeesd.net/Page/7056>

Office 365 is provided to your child by the district on behalf of Microsoft. By signing the attached Student Code of Conduct policy, you hereby accept and agree that your child's rights to use Office 365 services are subject to the terms and conditions set forth in district policy/procedure and that the data stored in such services, including the Outlook Live e-mail service, are managed by the district pursuant to board policy and accompanying procedures. You also understand that the Windows Live ID provided to your child also can be used to access other Microsoft electronic services. Use of those Microsoft services is subject to Microsoft's Windows Live Service Agreement and data stored in those systems are managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before your child can use those Microsoft services, he/she must accept the Windows Live Service Agreement and obtain your consent.

We encourage you to remain active in your child's education. We need you to partner with us to make sure that your child's experience is a positive one by being aware of your child's online activity. Encourage your child to share any concerns regarding their online activity with you. We invite you to view **everything** with your child. As parents, you should know your child's password but both you and your child must be careful to guard its security. If you feel your child's account has been compromised, please contact your child's teacher, and/or school administration.

Sincerely,

BOARD OF EDUCATION · Dan Bartholomew, Dustin Burns, Dianne El-Hajj, Ken Fox, Barbara Ryan
DISTRICT SUPERINTENDENT · Patrick Shaw, Ed.D.

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