

APPLICATION FOR L-S EMAIL ACCOUNT 2009-10

Last Name _____ First Name _____ Middle Initial _____

House _____ Year of Graduation _____ Gender(circle one): Male Female

Home Address: _____

Phone Number: _____

A. Your User ID will be Last name First Initial of first name Example: Julie Braden would have a log in as **bradenj**

B. You will be given a **temporary** password which you will find in your mailbox. You should change this immediately by going to the Collaboration menu and select change password.

It is important not to forget your password. You will have to see the EMAIL Administrator in person if this occurs. Return this signed form to the mailbox of Julie Braden S-12

GUIDELINES AND RULES - The use of the Lincoln-Sudbury Computer Network is a privilege. The user is responsible for what he/she says and does in the on-line community. All users are expected to behave appropriately while using the network. Consistent with the **CORE VALUES** of Lincoln-Sudbury, all users should treat each other with respect and courtesy. Given the public nature of on-line communication, common decency should be practiced. The network should not be used to disseminate profanity, obscene or indecent material. The network should not be used to intimidate or harass any individuals. On-line harassment includes all forms of verbal and sexual harassment as stated in the Discipline Code of Lincoln-Sudbury. If you feel that you are a victim of on-line harassment you should contact your Housemaster immediately. Network accounts are treated like school lockers. In general, L-S respects the privacy of user accounts, but reserves the right to access them to determine whether specific uses of the network are inappropriate.

L-S makes no guarantee as to the security of an individual's files. Only use your own user i.d. and password. You should not allow other users to use your user i.d. or password. Using any means to obtain anyone else's user i.d. and password is expressly forbidden.

NETIQUETTE - Users should delete unwanted messages and save messages to disk. Parents/guardians and students should understand that access to e-mail and the Internet is designed for educational purposes. It is difficult for L-S to restrict access to controversial materials and therefore does not attempt to channel or filter electronic information. Consistent with L-S's core values, the responsibility of ethical and appropriate use rests with the individual.

I understand and agree to abide by the conditions stated above.

Signature _____