

▶ Logging Into Your Account

- **Staff User Names and Passwords:** Your user name is your first initial and last name.
Example: mname



You will be issued a temporary password to use the first time you log into your account. You will then be prompted to change that password.

- **Student User Names and Passwords:** Your user name is your six digit Student ID Number.
Example: 123456

The first time you log in, your password will be your birthday with no leading zeros and a four digit year.
Example: 261994

- **All Passwords:** After logging in for the first time either using your assigned password or your birth date, you will be prompted to create a new password (not elementary students). Your password must be at least three digits. We STRONGLY recommend you use an alpha/numeric password (contains both letters and numbers) and one that is not easy for others to guess. If you need to change your password, you may do so at any time once you are already logged in by selecting CTRL, ALT, DELETE at the same time. When a window appears, select CHANGE PASSWORD.



▶ E-Mail Usage

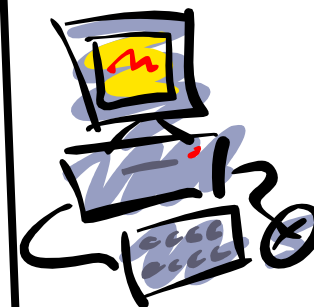
- Staff members may send and receive professional and personal e-mail as long as it is not obscene, offensive, defamatory, and you are NOT using it to run a business, or campaign. Personal usage is to be done during non-instructional and/or non-paid time.
- Staff members may make professional and personal purchases on the Internet but doing so means you accept responsibility for debts incurred. Personal purchases may only be made during non-instructional and/or non-paid time.
- Safford School's e-mail address for staff members is your user name at our school website address.
Example: slindsey@saffordusd.k12.az.us
- All web-based e-mail (hotmail, yahoo mail, etc) will be closed between 7:00 am and 4:00 pm every weekday.
- Students are not to use school computers to retrieve web-based e-mail at any time.



Phone: 928-348-7000 ext. 3222
E-Mail: slindsey@saffordusd.k12.az.us
Text Message: susanlindsey@vtext.com
Cell Phone: 928-965-3222

Safford Unified Schools
734 W. 11th Street
Safford, AZ 85546

Technology Usage



Guidelines for Use and Definitions of Abuse

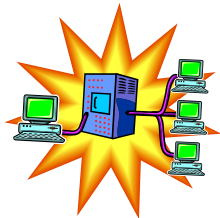
▶ What did I sign anyway?

Safford Unified School District

► Your Network Account

All Safford Unified School District students and eligible employees who sign a User's Agreement agreeing to use the network as described will receive a computer network account.

This account will provide access to the Internet, network storage space, and for staff, an e-mail account,



The use of a network account is a privilege and failure to follow the user guidelines can result in disciplinary action as well as closure of your network account. The following is provided as a guideline to acceptable uses of your network account. Questions concerning your account can be directed to the district Technology Coordinator at 348-7000 ext. 3222.

► Your Responsibility

- Keep your network password secure.
- Don't allow anyone else to log onto your account, EVER.
- Use your account to store ONLY acceptable, educational material as outlined here and in the User Agreement.
- Use your account to access ONLY educational material during instructional time and ONLY acceptable material as outlined in the User Agreement at anytime.



► Your Network Storage Space

You have been provide a storage space for documents which relate to the educational goals of Safford Schools. Your storage space is referred to as your H drive and is named with your user name. It is accessible from any computer at any school in the district. You may NOT save items anywhere on the network other than your H drive.



Your H drive is NOT for storage of items other than those directly related to assignments directed by Safford Schools employees. Your H drive should not be considered private as it will be monitored by employees of SUSD.

Your H drive is the safest place for you to save items. The contents of your H drive are backed up on a regular basis. Leaving a computer while you are still logged on makes your H drive not secure as the next person using the computer can delete items on your H drive. Should items unintentionally disappear from your H drive, please contact the tech department as we may be able to provide help in retrieving lost H drive items.

You are responsible for the contents of your H drive. Items in your H drive will remain there for your entire career at Safford Schools unless you delete them, so you should periodically clean out unneeded items to prevent your H drive from becoming too large. When you leave Safford Schools, you can order a CD from the tech department (a small fee may apply) which will contain all of the contents of your H drive.

► ACCEPTABLE MATERIAL TO STORE ON YOUR H DRIVE:



- Documents created as a result of a school assignment.
- Documents downloaded as a result of a school assignments.
- Sound clips (not MP3's or video clips) being used for a school assignment may be temporarily downloaded but should be deleted as soon as possible to conserve space.

► UNACCEPTABLE MATERIAL TO STORE ON YOUR H DRIVE:

- Games, music or video clips.
- Documents or data on games.
- Programs of any kind.
- Any document containing material that violates the User Agreement.

► What Can't I Do?

- DO NOT STREAM MUSIC or video or participate in chat rooms.
- DO NOT download from the Internet or send through e-mail MP3, wave, or any type of video, music or games files of any kind nor should these files be stored on any SUSD equipment.
- DO NOT send, receive, download , or access obscene, offensive, defamatory, or sexually explicit material from the Internet or through e-mail. This mean, no sexually explicit jokes, obscene photos or graphics, etc. should be received or sent via e-mail or viewed or downloaded from the Internet or network.

