

Teton County School District #401

Dear New Staff Member:

Welcome to Teton Country School District #401! We are delighted to have you as part of our team.

Your district email address will be your first initial plus your last name **@d401.k12.id.us**. Please get in the habit of checking your email daily, our announcements are now paperless. We need to change your computer to your new profile, and we will be taking care of that ASAP.

We have a district web page at **tsd401.org** and you are able to check your email remotely from this page. On the tip of the page, you will see District Links, choose District email access. You will need to type your network login (first initial, last name) and your network password.

The district needs to have a network password for your email. Please fill out the bottom section of this letter and return it to Becca Ross. We can't set up your account or change your profile until we have this information. **The password must be at least 8 characters, letters and/or numbers**. This password will be confidential and treated as such. Please print carefully or type so we can make sure we get the password correct.

For us to make your account, we need you to agree to the following:

- To limit use of school Internet access to educational and research objectives consistent with the educational objectives of District 401.
- To be considerate of other users on the network and to use appropriate language for school situations.
- To supervise student use of computers, network, and Internet. I will protect the equipment against theft and vandalism and make sure student use is educationally appropriate.
- Not to knowingly degrade or disrupt network services or equipment, as such activity is a crime under state and federal law; including, but not limited to, tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain restricted access, or violating copyright laws.
- To immediately report any problems or breeches of the responsibilities to the responsible building technology supervisor.

I agree to abide by the Internet Network Access policies of Teton County School. District as described above. I understand that any infraction of rules and policies will result in suspension of Internet access and possible disciplinary action.

Name _____

Password _____

Signature _____

Date _____