

\_\_\_\_\_  
Last Name, First Name (Please Print Neatly)

**ADMINISTRATIVE AND INSTRUCTIONAL TECHNOLOGY  
ACCEPTABLE USE POLICY & DISCLAIMER**

**Contract Regarding the Use of Administrative/Instructional Technology  
Equipment/Software/Internet/E-Mail Usage**

I, \_\_\_\_\_ accept and agree to abide by all bylaws and policies of the South Bend Community School Corporation. I realize that the primary purpose of the South Bend Community School Corporation Instructional Technology is educational, and that as such, educational purposes shall take precedence over all others. I accept that inappropriate behavior may lead to penalties including revoking usage, disciplinary action, and/or legal action. I agree not to participate in the transfer of inappropriate or illegal materials. I realize that in some cases, the transfer of such material may result in legal action against me. I release the South Bend Community School Corporation and all other organizations related to the SBCSC Internet Connection from any liability or damages that may result from any use of equipment and software. In addition, I will accept full responsibility and liability for the results of my actions with regard to the use of instructional/administrative technology equipment, software and electronic access to the Internet.

Bylaws and Policies available at <http://www.neola.com/southbend-in>

Signature \_\_\_\_\_ Date \_\_\_\_\_

School / Location \_\_\_\_\_

Position \_\_\_\_\_

I would like an e-mail address and would like to use as my password: \_\_\_\_\_

Password must follow the following rules:

- Not contain the user's account name or parts of the user's full name that exceed two consecutive characters.
- Be at least 8 characters in length
- Contain characters from three of the following four categories:
  - \*Uppercase character
  - \*Lowercase character
  - \*Number
  - \*Special character (example: ! \$ # % )

If sending in School Mail, use a sealed envelope for security purposes, and Send to Technology Services.  
Fax 393-5998 or Scan to Lauren Stalvey [lstalvey@sbcsc.k12.in.us](mailto:lstalvey@sbcsc.k12.in.us)

**FOR OFFICE USE ONLY: Please do not write below this line.**

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\_\_\_\_\_ your Email account is now active. You will access Email by going to <http://google.com>  
We are a Google Apps for Education district and you will have access to all the Google Apps: gmail, drive, calendar, contacts, sheets, slides, and docs. To set up your mobile devices install the Gmail App and login like you normally would. Additional info available at: <http://sb.school/tech>

your user name is: \_\_\_\_\_ (no spaces )

When you go to <http://google.com> you will need to sign in with your complete email address:

your email address is: \_\_\_\_\_ @sbcsc.k12.in.us

your password is: \_\_\_\_\_