



STEPS FOR SETTING UP A WILLIAMSPORT AREA SCHOOL DISTRICT E-MAIL ACCOUNT

1. Read and sign the WASD Contract Regarding The Acceptable Use of Computer Communication Technology.
2. Create a username and password using the form below
 - Your username will be the first initial of your first name and your last name up to 8 characters.(Ex.: Clay Weaver = cweaver; Paul Kellerman = pkellerm)
 - Your username and @wasd.org will create your email address (Ex.: cweaver@wasd.org; pkellerm@wasd.org)

3. Password format:

- Must be at least 8 character in length
- Must contain characters from 3 of the following 4 categories
 - ❖ English uppercase character (A through Z)
 - ❖ English lowercase character (a through z)
 - ❖ Base 10 digit (0 through 9)
 - ❖ Non- alpha character (ex. \$,%,#)

Examples of Passwords that meet the above criteria:

frog#253

71&TYYYYX

##Fy\$\$%%

37R176pn

Send the signed Acceptable Use of Computer Communication Technology Contract and your username and password form to the *Help Desk* at the *Instructional Media Center*

Employee Name: _____

Building Location(s): _____

Username: _____

Password: _____

**WASD CONTRACT REGARDING THE ACCEPTABLE USE OF COMPUTER
COMMUNICATION TECHNOLOGY**

Last Name	First Name	M.I.	Title/Grade
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I accept and agree to abide by the following rules:

I have read and agreed to abide by the policy of the Williamsport Area School District entitled "Acceptable Use of Computer Communication Technology."

I realize that the use of the internet is a privilege, not a right. I understand that inappropriate behavior may lead to penalties including loss of access privileges, disciplinary action, and or legal action.

I agree not to transfer inappropriate or illegal materials through the Williamsport Area School District's Internet connection. I realize that the transfer of material may result in legal action against me.

I agree not to allow other individuals to use my account and/or password for Internet activities.

I release the Williamsport Area School District and all other organizations related to the Williamsport Area School District's Internet connection from any liability or damages that may result from my use of the Internet connection. I accept full responsibility and liability for the results of my actions with regard to the use of the Internet.

Signed	Date
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If you are under eighteen (18) years of age, the signature of a parent/guardian is required below:

I, _____, the parent/guardian of the above student agree to accept all financial and legal liabilities which may result from their use of the Williamsport Area School District's Internet connection.

Signed	Date
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