**«Last\_Name», «First\_Name»**

September 2014

Dear  **«First\_Name» «Last\_Name»,**

Lake Shore network, Office 356 (Outlook) and Google Apps for Education accounts have been created for you. Along with these accounts come some important rights and responsibilities.

You will have your own home directory where you can save your work. No other students can access the contents of this directory without your password.

You are responsible for the contents of your home directory. Student home directories will be routinely monitored for adherence to our policies. Review the Acceptable Use form you signed when you started at Lake Shore High School. In it, you agreed that you **will** **not**:

1. Use a computer to harm other people or their work.
2. Damage the computer or the network in any way.
3. Interfere with the operation of the network by installing or downloading any software, shareware, or freeware.
4. Violate copyright laws.
5. View, send, or display offensive messages or pictures.
6. Share any passwords.
7. Waste limited resources such as disk space or printing capacity.
8. Trespass in another person’s folders, work, or files.

BE PREPARED TO BE HELD ACCOUNTABLE FOR YOUR ACTIONS.

YOU WILL LOSE NETWORK PRIVILEGES IF THE RULES OF APPROPRIATE USE ARE VIOLATED.

Your network username is: «Username»

Your Office 365 username is: «Username»@student.lsps.org

Your Network and Office 365 password is: «Password» (It is a combination of lowercase letters and numbers)

You can browse to <https://login.microsoftonline.com> to log in to your account on any computer

A Google account has been created for you. You will use this account to log on to a Chromebook.

Your username is: «Username»@shorian.org

Your Google password is: «Password»

You can browse to [www.google.com](http://www.google.com) to log in to your account on any computer

If you encounter any problems with your accounts, ask your teacher to contact either the building technician or the Technology Department.

Copy your username and password into your assignment book. You will need this information to use any computer in the building.

Sincerely,

The Lake Shore Technology Department

**«Last\_Name», «First\_Name»**

**«SCHOOL»**

**Room.«Room»**

**Teacher: «Teacher\_»**

***NETWORK ACCOUNT INFORMATION***

**\*\*\* Write down or REMEMBER your new password \*\*\***