

## NETWORK ACCOUNTS

### STAFF

Each employee and key partner\* providing service to students of Missoula County Public Schools will be issued an account on our Window Active Directory – granting the employee or partner access to the District’s network and the Internet. Each employee or partner will also be issued an email account on the District’s Exchange Server at the main domain.

Accounts will only be provided to individuals who complete a Network Service Request Form.

The District also provides an account within our GoogleApps for Education system for all certified teaching staff, all students and all administrators. The District will provide accounts with Google Apps for Education to classified employees who need to collaborate with certified teaching staff or students on a biannual basis as requested by the school’s principal or principal’s designee.

Staff Level	Active Directory Account	Exchange Email Account	Google Apps for Education Account
Administrators	X	X	X
Certified Teaching Staff	X	X	X
Classified Staff	X	X	As requested by principal
Students	X	X	X

Staff accounts will be monitored and archived in accordance with board policy. Staff use of all accounts must comply with Board Policy 3612 and 5450.

**Any account that is inactive for a period of more than 140 days (3.5 months) will be automatically deactivated.**

This is a protective measure to support normal and effective functions of the District network for the majority of active user.

**Staff who are terminated or resign from the District will have a maximum of 7 days to retrieve content from their District mapped drives and email accounts before these accounts are deactivated.**

### STUDENTS

Student accounts on the Google Apps for Education system will follow the parameters identified in the chart below. Student accounts will be monitored and archived by a content monitoring service in accordance with The Children’s Internet Protection Act, The Children’s Online Privacy Protection Act and the Protecting Children in the 21<sup>st</sup> Century Act.

Grade Level	Google Apps for Education	Google email account activated
9-12	X	X
6-8	X	X
K-5	X	

\*Key Partners are staff from outside agencies that provide service within Missoula County Public Schools such as members of CSCT teams or Flagship Coordinators. All accounts will be monitored and archived in accordance with board policy. Key Partners use of all accounts and the netwo4rk must comply with Board Policy 3612 and 5450.