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Dear Odyssey ECCO Families,

Welcome back! I hope everyone had a nice summer break. Odyssey is a 1:1 technology school, meaning that each student will be issued a laptop to be utilized in school and at home throughout the school year. User-Agreements are attached to this letter. Parents are responsible for monitoring internet browsing at home.

Students are expected to have their laptop User-Agreements signed and turned in to Mrs. Kokes at the time that laptops will be distributed to students. Laptops will be distributed to students Tuesday, August 21. Students will be expected to participate in the District 11 Laptop Insurance program, offered at a rate of \$50 for regular lunch students, and on a sliding scale for free and reduced lunch students. The fee will be placed on the students account. Small monthly payments can be arranged by contacting Mrs. Kokes at: 328-2092.

Laptops are expected to be carried to every class every day. Since laptops are checked out to each student there are no additional laptops in classrooms for student use. We have a limited supply of donated laptop cases that will be distributed to students on a first-come, first-serve basis. Students should plan on charging their laptops at home each night, to limit the number of cords in the classroom.

Students who have access to their own personal laptop may choose to utilize daily their personal laptop at school. However, Odyssey is not responsible for theft or damage to the personal device. In addition, Odyssey will not provide technical support for personal devices.

Laptops and cases are to be returned to the library at the end of the school year. Families will be charged for the laptop if the laptop is not returned.

Please find enclosed the following documents:

- **EHC-E-4, Student Electronic Device Letter of Agreement**
  - This document is three pages. The document requires initials at the bottom of each page and a signature by both student and parent/guardian on the final page. The Asset#, model#, and Serial# will be completed during the laptop checkout process. (August 21)
- **EHC-E-8, Annual Student Device Technology Fee for Take Home Devices**
  - This document is one page and requires a parent/guardian signature.
- **EHC, Technology Resources and Internet Safety Responsible Use Policy**
  - This document is three pages and is for you to keep for your reference.
- **EHC-R-1, D11 Virtual World Guidelines**
  - This document is two pages and is for you to keep for your reference.
- **EHC-E-1, Appropriate Use of Technology Resources and Internet Safety Responsible Use by Students**
  - This document is one page and is for you to keep for your reference.
- **EHC-E-5, D11 Virtual World Guidelines**
  - This document is two pages and is for you to keep for your reference.



# STUDENT ELECTRONIC DEVICE LETTER OF AGREEMENT

Colorado Springs School District 11  
Board of Education Policy  
EHC-E-4, Student Electronic Device Letter of Agreement  
Revised April 27, 2016

Student Name: \_\_\_\_\_

Student ID# \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

School: \_\_\_\_\_

Technology is an integral part of our work lives in education. Colorado Springs School District 11 (the District) is providing you with an electronic device to use in your educational pursuits. The device remains District property and requires that you and your parent/guardian sign this letter of agreement before a device is issued to you. You will not be responsible for normal wear and usage, however, you will be responsible for the full replacement cost due to damage, loss, or proven theft occurring out of abuse, misuse, or neglect. Mysterious disappearance of the device is not covered by the District's property policy and therefore would be my financial responsibility. We will pay the insurance premium of \$\_\_\_\_\_ to offset any damages.

Type of Device \_\_\_\_\_

Model# \_\_\_\_\_

Asset# \_\_\_\_\_

Serial# \_\_\_\_\_

This device also includes items checked below:

- Battery pack
- AC adaptor power cord
- Patch cord
- Case and shoulder strap
- User license for Microsoft Office, Windows, and web browser

Examples of abuse, misuse, or neglect include, but are not limited to:

- Not handling device with care (don't drop, throw, bump or treat in a manner that can cause damage or drop heavy objects on top of the device).
- Remove the hard drive.
- Exposing device and drives to magnets.
- Exposing device to extreme temperature changes (by possibly leaving device in your vehicle).
- Getting the device wet or exposing it to water (by possibly getting food and drinks on device).
- Exposing device to dust and dirt.
- Leaving items on keyboard when closing device.
- Allowing device and peripherals to be used with unsupervised children and pets.
- Not ensuring that device is secure from theft at all times.

Other procedures to be followed:

- Remove or install the battery only when necessary and when powered off.
- Don't turn off the device when the hard drive LED is lit or hard drive is spinning.
- Clean the exterior periodically (when device is turned off).
- Keep the device free from viruses and use provided anti-virus software.

- Don't mar or mark the device with ink or other substances.
- Do follow the device shut down or suspend procedure.
- I will not change the standard configuration of the device and will not install non-district owned software, games, etc.
- I will not loan this device to anyone including other students and/or family members.
- I agree to comply with Board of Education policies, regulation and procedures, including any user agreement when using this device.
- I will not conduct personal business activities.
- I will not access or store pornographic or obscene materials on this device.
- I will only use my assigned device in my educational pursuits in the District.
- I will report any malfunction to the LTE or LTT as soon as there is a problem.
- Should I no longer be a student in my school, I understand this device is the property of Colorado Springs School District 11, and I will return it to the LTE or LTT before my last day.
- This device is subject to inspection at any time, including without prior notice.

In the event of a loss:

- If this District device is lost, damaged or stolen while assigned to me, I will immediately notify my LTE, LTT and/or Resource Officer (if my school has one). I also agree to notify the appropriate police agency and provide District Security and Risk Management with the police report. I also agree to work with District staff to notify the police, District Security, and Risk Management.
- I understand that I am responsible for the full replacement cost if there is damage, loss, or theft and will reimburse the District for the loss within 30 business days.
- I may choose to file a claim under my personal homeowner or auto insurance coverage to reimburse the District or I will reimburse the District directly for the loss within 30 business days.
- I understand the replacement costs for this District device will be determined by the District Technology Services staff. (Employee initials) \_\_\_\_\_ (Date) \_\_\_\_\_
- I understand that failure to comply with this procedure may result in disciplinary action.

#### Online Video Conferencing Usage (for example Skype)

Electronic devices will often include a camera that will permit the student and teacher to see video of each other in order to allow the student to better communicate with the student's teacher through Skype.

From time to time, the District has and will adopt policies, regulations, rules, guidelines and other guidance regarding a student's use of electronic devices. The student and parent/guardian, by signing this Agreement, affirm that the student and parent/guardian have had an opportunity to study the District's current technology use materials (the EHC series of policies, regulations and exhibits as well as the Student Code of Conduct) and have had an opportunity to ask any questions related to such materials. The student and parent/guardian acknowledge that the student has received training regarding use of electronic devices and access to the Internet. The student and parent/guardian also acknowledge that, because the District does not currently have the technological ability to limit use of such equipment for educational purposes, there are certain risks of misuse of the equipment, and this Agreement imposes additional responsibilities on the student and parent/guardian to protect against such misuse.

#### Student Commitments:

By signing below, the student agrees to comply with all requirements of the District's technology use materials (the EHC series), including without limitation requirements that:

- (a) The student must use the device only for District educational purposes.
- (b) The student must take reasonable steps to protect the device from damage.
- (c) The student will not allow others to use this device and will take precautions to assure that others do not use this device.
- (d) The student will not access any Internet materials using this device, other than materials necessary for educational purposes that comply with the District's technology use materials.
- (e) The student must promptly report any misuse of this device to the District.

The student hereby releases the District from any liability or other responsibility with regard to his or her use or misuse of this device. Unless otherwise expressly provided by the District in writing, not less often than each calendar quarter, the student must bring this device to a location directed by the District for inspection regarding compliance with this Agreement.

Parent/Guardian Commitments:

The undersigned Person is a parent or guardian of the student referenced herein. By signing this Agreement, the parent/guardian hereby expressly acknowledges that, although the District makes efforts to block inappropriate use of District technology equipment, there is no certainty that such efforts will always be effective. Accordingly, as a condition to permitting the student to utilize this electronic device, the parent/guardian agrees to meet certain requirements with respect to such usage as outlined below.

1. I, the undersigned parent/guardian, will explain to the student the requirements of the District technology use materials to the best of my ability, and will help the student to understand the responsibilities associated with possession and use of this device. These requirements include without limitation the specific requirements imposed on the student outlined above. Further, I will take responsibility to assure that the student complies with the obligation stated above to bring this device to the District periodically for inspection.

2. I acknowledge I will provide supervision to the student with respect to the student's use of this device, and I will take responsibility to assure that the student is using the device solely for valid educational purposes.

3. On my behalf and on behalf of the student, I hereby release the District from any liability or other responsibility with regard to any use or misuse of this device during periods when it is not being used under the direct supervision of District personnel.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date



## Annual Student Device Technology Fee for Take-Home Devices

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Student ID# \_\_\_\_\_  
(Please Print Clearly)

Device's Asset Barcode Number: \_\_\_\_\_

### District 11's Annual Technology Fee

Your child is taking home a device, and a technology fee is required to cover this device. The cost of District 11's technology fee will cover the entire replacement cost of a stolen device **minus \$100 deductible**. For your information, the cost of replacing a lost/stolen device may be up to \$700. This technology fee covers accidental damage or theft of the device, but it does not cover lost or stolen device parts such as power cords. A police report is required when a theft claim for the device is filed.

**NOTE: Parents/Guardians are responsible for the full replacement cost for misuse or abuse if this device is damaged.**

To satisfy the technology fee requirement, I choose the following option: (check box)

- Option 1:** Pay \$50 now with cash, credit or check made out to your school.
- Option 2:** If your student is on Free or Reduced Lunch, you may have the fee reduced and pay with cash, credit, or check made out to your school. Please provide a letter of proof; and if you need another copy of your family's Free or Reduced Approval Letter, it may be obtained by calling Food and Nutrition Services at 520-2934.
  - Cost with evidence of free lunch is \$17.
  - Cost with evidence of reduced lunch is \$33.

### Statement of Liability

I agree to all of the terms and conditions listed in this document and Board Policy EHC-E-4 (Student Electronic Device Letter of Agreement). I acknowledge that if my child takes a device home, I will pay the annual technology fee, or, if I choose not to pay the technology fee, I will pay all costs associated with any damage to, replacement, or theft of any device.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **TECHNOLOGY RESOURCES AND INTERNET SAFETY RESPONSIBLE USE POLICY**

Technology resources provide access to a wealth of information and services to students and staff. (See EHC-E-1, Appropriate Use of Technology Resources and Internet Safety Responsible Use by Students, and EHC-E-2, Appropriate Use of Technology Resources and Internet Safety Responsible Use by Staff). Colorado Springs School District 11 (the "District") recognizes the tremendous importance of preparing our students for the 21<sup>st</sup> century, and the integral role that the internet, computers, and mobile devices play in such preparation. One of the most important 21<sup>st</sup> century skills involves the ability to navigate safely and responsibly through the vast internet landscape.

**AUTOMATIC ACCESS:** Student access to the internet in the District as an educational resource is automatic unless a parent or guardian notifies the school in writing that they are opting out their student from automatic internet access, as required by Board Policy IMBB, Exemptions from Required Instruction. (see Board Policy IMBB and Exhibit EHC-E-7).

**PERSONAL DEVICES:** Personal computers and handheld electronic devices are allowed, and their educational use is encouraged. However, it is important that every user understands the acceptable use of these electronic devices at their school or work place, during school academic or work time and during school-sponsored events as defined in this policy for students and staff. Users who demonstrate inappropriate uses of electronic devices are subject to disciplinary action

**VIRUS PROTECTION SOFTWARE:** Antivirus software must be installed and up-to-date on personally owned electronic devices. When logging into the network, wired and wireless, the personally owned electronic device will be scanned for virus protection software. If this software is not apparent, the device will not be allowed to connect. User will be prompted to purchase virus protection before logging into the District system.

**PROHIBITS INAPPROPRIATE USE:** Use of District educational technology resources for any inappropriate purpose is prohibited. (Reference Policies: AC, GBAA, JBB, JIC, and JICDE. All District policies apply to use of the District's educational technology resources.) Users may not use District resources for personal for profit business.

**RESPONSIBLE USERS:** The District seeks to provide both a safe, secure learning environment and the opportunity for students to learn. The District adopts the approach of helping students become responsible users of digital media and provides specific learning experiences in appropriate online behavior, safety and privacy, and cyberbullying to address Children's Internet Protection Act (CIPA). With this educational opportunity comes personal responsibility. To ensure that users are acting responsibly, all users must realize that any user's files and messages may be reviewed by authorized personnel.

**RESTRICT ACCESS:** It is possible to access material that students (or parents/guardians of students) might find inappropriate. While the District will take reasonable steps to restrict access by minors to harmful material including the use of an Internet content filter, it is impossible to guarantee that such access cannot or will not be gained. The District makes no warranties for the access it is providing. The District shall not be liable for users' inappropriate use of the District's technology resources, violations of copyright restrictions or other laws, users' mistakes

or negligence, and costs incurred by users. The District shall not be responsible for ensuring the availability of the District's technology resources or the accuracy, age appropriateness, or usability of any information found on the Internet.

**NETIQUETTE AND PROVISIONS:** All users of District computers and networks are expected to abide by the rules of network etiquette (netiquette) and adhere to this policy's exhibits. Failure to comply with this policy and the defined rules of network etiquette may result in disciplinary action. (per the applicable user agreements)

**EMAIL:** Filtered email service is provided to all staff and most students. Be mindful of using District email for personal purposes. Practice netiquette and take security precautions. Open attachments only from trustworthy sources, and be mindful of spams or scams. Chain emails shall not be forwarded to District users. Disciplinary action may be taken for student and staff misuse of technology resources.

**SOCIAL NETWORKING SITES:** The District realizes that part of Next Generation Learning is adapting to the changing methods of communication including social networking sites. Social networking websites have the potential to support student learning, and students can participate in online social networks where people all over the world share ideas, collaborate, and learn new things. In online social environments that are connected to District information, ensure personal profiles and related content are consistent with work and study at the District. Do not post confidential student information in any venue.

**TRACK USAGE:** The District tracks internet usage. At any time, at the request of a supervisor, Technology Services staff can pull all internet usage by employees or students. Use of District educational technology resources for any inappropriate purpose is prohibited.

Adopted: March 1996  
Revised: June 1999  
Revised: September 2001  
Revised: February 2003  
Revised: March 16, 2011  
Revised: June 19, 2013  
Revised: April 27, 2016

**CROSS REFS.:**

- AC, Equal Opportunity
- ECAD, School and Personal Property Replacement/Restitution
- EGAD, Copyright Compliance
- EHC-E-1 Appropriate Use of Technology Resources and Internet Safety Responsible Use by Students
- EHC-E-2 Appropriate Use of Technology Resources and Internet Safety Responsible Use by Staff
- EHC-E-3 Staff Electronic Device Letter of Agreement
- EHC-E-4 Student Electronic Device Letter of Agreement
- EHC-E-5 D-11 Virtual World Guidelines
- EHC-E-6 Acceptable Use of IT Resources Agreement for Vendors/Community

EHC-E-7, Parent/Guardian Opt Out Declaration for Usage of  
Technology and Internet Resources  
EHC-E-8, Annual Student Device Technology Fee for Take-Home  
Devices  
EHC-R-1, Usage of Social Media by Colorado Springs School  
District 11 Students  
EHC-R-2, Usage of Social Media by Colorado Springs School  
District 11 Staff  
GBAA, Employee Sexual and Racial Harassment/Discrimination  
IMBB, Exemptions from Required Instruction  
JBB Sexual and Racial Harassment/Discrimination towards  
Students  
JIC, Student Code of Conduct  
JICDE, Bullying Prevention and Education  
JK and JK-R, Student Discipline  
JRA/JRC Student Records/Release of Information on Students  
Student Conduct and Discipline Code

**LEGAL REFS.:**

C.R.S. § 22-87-101, *et seq.* (Children's Internet Protection Act)  
C.R.S. § 24-72-204.5 (monitoring electronic communications)  
47 U.S.C. § 254(H) (Children's Internet Protection Act)  
47 U.S.C. § 231, *et seq.* (Child Online Protection Act)  
20 U.S.C §1232g (Family Educational Rights and Privacy Act)



## USAGE OF SOCIAL MEDIA BY COLORADO SPRINGS SCHOOL DISTRICT 11 STUDENTS

### Introduction

Colorado Springs School District 11 (the District) recognizes the tremendous importance of preparing our students for the 21st century, and understands that part of Next Generation Learning is adapting to the changing methods of communication including social networking sites and applications (apps) that allow sharing. Social networking websites have the potential to support student learning, and students can participate in online social networks where people all over the world share ideas, collaborate, and learn new things. In online social environments that are connected to District information, students must ensure personal profiles and related content are consistent with work and study at the District. The District seeks to provide both a safe, secure learning environment and the opportunity for students to learn. The District adopts the approach of helping students become responsible users of digital media and personal responsibility is expected. The goal of this guideline is to provide direction when using social media applications both inside and outside the classroom.

It is important to create an atmosphere of trust and individual responsibility and accountability, keeping in mind that information produced by District teachers and students for classroom and District use is a reflection on the entire District and is subject to the District's Instructional Technology Resources and Internet Safety Responsible Use Policy (See Policy EHC). By accessing, creating or contributing to any blogs, wikis, or other social media for classroom or District use, you agree to abide by these guidelines. Please read them carefully before posting or commenting on any blog or creating any blog for classroom or District use, wiki and/or podcast.

### Profiles and Identity

- Be cautious of identity theft issues using social networking sites. Be careful not to display personal information for yourself or classmates when setting up a profile or bio.
- Use discretion when uploading digital pictures and selecting avatars to assure that they convey the appearance your boss, students and their families would interpret as appropriate. All Images should be your own, or otherwise free of any copyright restrictions.

### Social Media Guidelines for Students

Due to the wealth of new social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. Below are guidelines students in the District should adhere to when using internet tools in the classroom.

1. Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want parents, teachers, a future employer or others to see.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful manner. Make sure that

criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Staff and students are encouraged to use interactive websites and tools; however, all must be utilized within the context of educational usage. Staff-created blogs or other online content such as micro blog feeds must also only occur within the context of educational usage. Users must follow proper etiquette, including but not limited to, using proper language with no vulgarity and no cyber-bullying or spreading falsehoods about another that lowers the affected individual in the eyes of the community. Teacher/student interactions online must only occur within the context of educational usage. For the protection of both students and staff, the District strongly advises that staff do not "friend" students on public networks, since lines of personal and professional boundaries are not as clear in social networking sites. Friending students on private or school-based networks for educational purposes is acceptable within the context of educational usage (i.e. Destiny or Sharepoint).
6. Do your own work! Do not use other people's intellectual property without their permission. **It is a violation of copyright law to copy and paste other's thoughts.** When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
7. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
8. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
9. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.
10. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
11. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

### **Requests for access to Social Media Sites**

The District understands that online learning includes utilizing constantly changing technology and that many sites that are currently "blocked" by the District's internet filter may have pedagogical significance.

- Requests to make sites accessible for use will be reviewed periodically throughout the school year.
- A description should be provided of the intended use of the site and what tools on the site match your needed criteria.
- A link to the site's privacy policy should be included if possible.



## **APPROPRIATE USE OF TECHNOLOGY RESOURCES AND INTERNET SAFETY RESPONSIBLE USE BY STUDENTS**

Student access to the internet in the District as an educational resource is automatic unless a parent or guardian notifies the school in writing as required by Board Policy IMBB, Exemptions from Required Instruction. User accounts are to be used mainly for identified educational purposes. Limited personal use is permitted if the use imposes no tangible cost on the District, does not unduly burden the District's computer or network resources, and has no adverse effect on a student's academic performance. Users will be held responsible at all times for the proper use of accounts.

The District adopts the approach of helping students become responsible users of digital media. All users of D11 computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette) and adhere to the following provisions listed below. Inappropriate use includes:

1. Disabling or attempting to disable or circumvent any internet filtering device that restricts access to harmful material.
2. Borrowing someone's account or accessing another individual's materials without authorized permission, including hacking and other unlawful activities.
3. Unauthorized disclosure, use, and dissemination of personal information including posting personal information such as addresses and phone numbers.
4. Vandalizing, damaging, or disabling the system by physical force or by introducing any computer code designed to hinder the performance of a computer's memory, file system, or software.
5. Downloading or using copyrighted information without permission from the copyright holder (including installation of unlicensed software).
6. Posting, sending, accessing, or displaying electronic mail, chat rooms and other forms of direct electronic communication that are abusive, obscene, sexually oriented, threatening, harassing, cyber bullying, or illegal.
7. Wasting school resources through the improper use of the computer system, such as downloading, distributing, or executing files not specifically related to classroom assignments.
8. Gaining or attempting to gain unauthorized access to restricted information or resources.
9. Tampering with equipment except as directed by the person in charge.
10. Removing equipment from the site without written permission from a teacher or administrator.
11. Unauthorized wireless network technologies may NOT be installed or utilized while on District property.

I agree to abide by the provisions listed above and understand that consequences for inappropriate use include suspension of access to the system and revocation of the computer system account and/or other disciplinary or legal action in accordance with the Student Conduct, Discipline and Attendance Handbook and applicable laws.



## D11 Virtual World Guidelines

- 1. Engage:** D11 encourages its employees to responsibly explore – indeed, to further the development of – new spaces of relationship-building, learning and collaboration.
- 2. Use your good judgment:** As in physical communities, good and bad will be found in virtual worlds. You will need to exercise good judgment as to how to react in these situations – including whether to opt out or proceed.
- 3. Protect your – and D11's – good name:** At this point in time, assume that activities in virtual worlds and/or the 3D Internet are public (open and visible to all) – much as is participation in public chat rooms or blogs. Be mindful that your actions may be visible for a long time. Protect your own privacy. With personal social media, don't connect with students. Separate your personal life.
- 4. Protect others' privacy:** It is inappropriate to disclose or use D11's or our students' confidential information – or any personal information of any other person or company (including their real name) – within a virtual world.
- 5. Make the right impression:** Your avatar's appearance should be reasonable and fitting for the activities in which you engage (especially if conducting D11 business). If you are engaged in a virtual world primarily for D11 business purposes, we strongly encourage you to identify your avatar as affiliated with D11. If you are engaged primarily for personal uses, consider using a different avatar.
- 6. Be truthful and consistent:** Building a reputation of trust within a virtual world represents a commitment to be truthful and accountable with fellow digital citizens. You may be violating such trust by dramatically altering your digital persona's behavior or abandoning your digital persona to another operator who changes its behavior. If you are the original creator or launcher of a digital persona, you have a higher level of responsibility for its behavior.
- 7. Be a good 3D Netizen:** D11ers should be thoughtful, collaborative and innovative in their participation in virtual world communities – including in deliberations over behavioral/social norms and rules of thumb.
- 8. Don't play virtual games:** Farmville, Farmtown, Mafia Wars are great to play at home but eat bandwidth in the office.
- 9. Know we track usage.** At any time, at the request of a supervisor, we can pull all internet usage by employee.

## **Email Guidelines**

1. **Using personal email for business purposes:** Business and personal email get blurred at times. Be careful what you send from where.
2. **Don't open attachments from people you don't know:** This applies to personal as well as business.
3. **Don't forward chain emails:** Some are very funny, but not appropriate in the office.
4. **If it sounds too good to be true:** It probably is SPAM or a SCAM.
5. **Report Suspicious Emails:** To the Support center so we can investigate and block SPAM if necessary.