

Los Angeles Unified School District  
Information Technology Division  
Student Email Instructions For Sub-Administrators

## **Student Account Creation**

Information Technology Division is moving towards a single User ID used to access District applications. The management of student email accounts will change as a result of this effort. Effective Friday, August 5, 2005, school email sub-administrators will manage student email accounts through the LAUSD Single Sign On System. Email sub-administrators can create, reset passwords and enable, disable individual student email accounts.

Sub-administrators wishing to “batch” create accounts for a minimum of 50 students will need to submit a request to [student-email@lausd.net](mailto:student-email@lausd.net) with the following information (see attachment) and follow up with a principal’s signature to process the request:

- Student’s 10 digit LAUSD ID
- Will the student account be used within the next 120 days? If so, briefly state how.

**This form is to be used only if creating more than 50 student accounts at one time.** “Batch” account requests of less than 50 accounts submitted will be returned to the sub administrator for individual account creation. Student accounts that are unused for 120 days will be deleted. Requests must be made through the school’s email sub-administrator or principal. School sites are responsible for ensuring there is a valid Acceptable Use Policy on file at the school site for the email accounts being requested.

## **Resources**

### **Internet Safety**

Here are some simple rules to follow when you are online.

1. Keep your identity private.
2. Never get together with someone you "meet" online.
3. Never respond to email, chat comments, instant messages or other messages that are hostile, belligerent, inappropriate, or in any way make you feel uncomfortable.
4. Talk with your parents about their expectations and ground rules for going online.

Source: About Online Safety Project (<http://www.safeteens.com/>), retrieved July 28, 2005.

The following web sites have more information about online safety.

- GetNetWise | Online Safety Guide - <http://kids.getnetwise.org/safetyguide/kids>
- CyberSmart! : Lesson Plans and Activity Sheets - [http://www.cybersmartcurriculum.org/lesson\\_plans/](http://www.cybersmartcurriculum.org/lesson_plans/)
- iSafe – <http://www.isafe.org>

For more information see the [LAUSD Acceptable Use Policy](#)

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## Information Technology Division

### Student Email Instructions For Sub-Administrators

Please send an email attaching an Excel spreadsheet listing the 10 digit student ID numbers of the students for which accounts will be “batch” created to [student-email@lausd.net](mailto:student-email@lausd.net). Include the following information in the body of the email message:

- Name of School
- Location Code
- Name of School Email Sub-administrator
- Name of Principal

Requests of less than 50 accounts submitted will be returned to the sub administrator for individual account creation. School sites are responsible for ensuring students have a valid Acceptable Use Policy on file at the school site. Please follow up by school mailing this form with required signatures to:

LAUSD – Beaudry Bldg  
ITD – 10<sup>th</sup> Floor -Educational Technology  
Student Email Accounts

School Name	Location Code	Phone	
In what content area will the student email accounts be used (check all that apply)?			
<input type="checkbox"/> Language Arts	<input type="checkbox"/> History/ Social Studies	<input type="checkbox"/> Visual and Performing Arts	
<input type="checkbox"/> Mathematics	<input type="checkbox"/> Science	<input type="checkbox"/> Other: _____	
How often will the students be expected to use email?			
<input type="checkbox"/> Everyday	<input type="checkbox"/> Once a week	<input type="checkbox"/> Once a month	<input type="checkbox"/> Other _____
Briefly describe the classroom or school activity in which students will be using email?			

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Principal's Name (please print)      Email Sub-administrator Name

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Principal's Signature      Date      Email Sub-administrator Signature      Date