

Obtaining a GroupWise Account

1. The school principal or district office supervisor should send an email to Tammy Seneca at tseneca@wbrschools.k12.la.us to request a new email account.
2. Make sure to include the following information in the email request:
 - i. The CORRECT spelling that should appear on the account.
 - ii. The location the where the employee will serve (for district supervisors).
 - iii. The employee's homebased school (for itinerate employees)

Changing the name on a GroupWise Account

1. An email requesting the needed change should be sent to Tammy Seneca at tseneca@wbrschools.k12.la.us.

Electronic Mail (Email)

All individuals are expected and required to act responsibly and in compliance with West Baton Rouge policy. **Staff must understand that use of this electronic information resource is a privilege, not a right.** Violations of these procedures or rules may result in appropriate disciplinary action.

1. All e-mail accounts are owned by the West Baton Rouge Parish School System and therefore not private. The districts retains the right to review, audit, intercept, access, and disclose all messages created, received, or sent over the electronic mail system as necessary.
2. Staff will have access to their email accounts via the Internet, but all rules and regulations remain in effect.
3. Staff shall not allow anyone else, including family members, to use individually assigned e-mail accounts.
4. Staff shall not use email to send any form of obscene, harassing, racist, sexist or abusive language or behavior.
5. Staff shall not send messages using someone else's name or e-mail address.
6. Staff shall not use e-mail for personal gain or for more than occasional personal use including the sending of personal messages.

Virus Protection (Email)

The following guidelines should be considered when utilizing email:

1. Viruses and other types of malicious code are often spread as attachments to electronic mail messages. Before opening any attachments, be sure you know the source of the attachment. It is **not** enough that the mail originated from an address you recognize and/or a person that you know.
 2. Don't run programs of unknown origin, regardless of who sent you the program. Staff should not open any .zip, .exe, or .scr files unless they know specifically the origin of those files.
 3. Staff should not send programs of unknown origin to friends or coworkers simply because they are funny-- they may contain a Trojan horse.
 4. If you must open an attachment before you can verify the source, do so in an isolated environment. If you are unaware of how to do this, contact your school-based technology coordinator for advice.
 5. Be sure that your anti-virus software is up-to-date. If not and/or you are unsure contact your school-based technology coordinator.
 6. Be aware of hoaxes, and don't overreact to reports of new viruses.
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