



# 2021-2022 SBCEO Department New Business Email Account Application Santa Barbara County Education Office (SBCEO)

Questions? Call us at: 964-4710 ext. 5250

SBCEO Departments can purchase an SBCEO email account for work use. The annual fee is \$85, which includes a one-time, non-refundable set-up charge of \$25, which is included in the chart of fees below. "Email Only" service requires an Internet connection and includes the following:

- ✓ Email address on the SBCEO network POP server
- ✓ Free email technical support
- ✓ Email virus protection
- ✓ Filtered service to block unsolicited email (spam)

**Name of Employee** \_\_\_\_\_

**Billing Phone** \_\_\_\_\_

**Billing Address** \_\_\_\_\_

**City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Choose an Account Name for your email address:**  
("accountname@sbceo.org" Choose 2-25 characters)

\_\_\_\_\_

**How do you qualify?**

**SBCEO Employee**

Department \_\_\_\_\_

The subscription year begins July 1 and ends June 30, and new accounts are pro-rated to the end of June. Circle the amount below beginning with the next full month (do not circle current month). The fee provides services through June 30, 2022. Do not use this form after May 31, 2022 – the fees may change for the new year.

	Jul. 2021	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun. 2022
<b>Email Only</b>	\$85	\$80	\$75	\$70	\$65	\$60	\$55	\$50	\$45	\$40	\$35	\$30

Pro-rated refunds for cancelled accounts will only be given within the first 30 days.

The amount circled above will be charged to the budget code you provide below.

Budget Accounting Code: \_\_\_\_\_

Authorized Signature (SBCEO department manager): \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Send this application and signed "Email User Contract" to:

SBCEO – IT SERVICES, PO BOX 6307, SANTA BARBARA, CA 93160-6307  
(Or, scan and email to [support@sbceo.org](mailto:support@sbceo.org))



# Santa Barbara County Education Office

4400 Cathedral Oaks Road, P.O. Box 6307, Santa Barbara, CA 93160-6307  
(805) 964-4711 • Fax (805) 964-4712 • Direct Dial 964-4710 plus extension

Service and Leadership • [www.sbceo.org](http://www.sbceo.org)

## Email User Contract

Please read this document carefully. Once signed, it becomes a legally binding contract. Any violations of the provisions of the contract may lead to denial of access to the information service and/or further action.

### *Terms and conditions of the contract:*

**1. Personal responsibility.** As an email user, I will accept personal responsibility for reporting any misuse of the network to the Santa Barbara County Education Office (SBCEO) IT Services department. Misuse can include sending or receiving messages that are pornographic, racist, or harassing; receiving or sending unethical or illegal solicitations; using inappropriate language; obtaining personal information and then using it inappropriately; sending a message using someone else's name.

*I have read and understand this provision:*

\_\_\_\_\_  
(Initial here.)

**2. Unacceptable use.** It is prohibited to transmit any material in violation of U.S. or state law, including copyrighted material, threatening or obscene material, or material protected by trade secret.

It is prohibited to use the network for commercial product advertising or political lobbying of private individuals.

I am aware that the inappropriate use of electronic information resources can be a violation of local, state, or federal laws and that I can be prosecuted for violating those laws.

*I have read and understand this provision:*

\_\_\_\_\_  
(Initial here.)

**3. Privileges.** The use of this information system is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator may close an account any time deemed necessary.

*I have read and understand this provision:*

\_\_\_\_\_  
(Initial here.)

### **4. Network etiquette and privacy.**

- a. *Be polite.* Never send or encourage others to send abusive messages.
- b. *Use appropriate language.* Remember you are a representative of your school and the system you are using is not private. You may be alone with your computer, but what you write and seek can be viewed globally. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- c. *Maintain privacy.* Do not reveal your home address or personal phone number, or the addresses and phone numbers of students or colleagues.
- d. *Use electronic mail appropriately.* Electronic mail (email) is not necessarily private. Messages relating to or in support of illegal activities will be reported to the authorities.
- e. *Avoid disruptions.* Do not use the network in any way that would disrupt the use of the network by others.

**Other considerations**

- a. Be brief. Few people will bother to read a long message.
- b. Minimize spelling errors and make sure your message is easy to understand.
- c. Do not use all caps. It is hard to read and viewed as SHOUTING.
- d. Use accurate and descriptive titles for your articles.
- e. Use the most appropriate audience for your message, not necessarily the widest.
- f. Remember that humor and satire can be misinterpreted without the benefit of inflection and intonation.
- g. If you post to multiple groups, specify all groups in single message.
- h. Cite references for any facts you present.
- i. Forgive the spelling and grammatical errors of others.
- j. Keep signatures brief.
- k. Remember that all network users are human beings. Don't attack writers. Persuade them with facts.
- l. Post only to groups you know.

**5. Services.** The SBCEO makes no warranties for the service it is providing, and cannot be responsible for any damages suffered while on this system, such as loss of data as a result of delays, non-deliveries, misdeliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. The SBCEO cannot be responsible for the accuracy of information obtained through these services.

*I have read and understand these provisions:*

\_\_\_\_\_  
(Initial here.)

**6. Security.** Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the SBCEO IT Services department immediately. Never demonstrate the problem to other users. Never use another individual's account or password without written permission from that person. Be very careful about allowing others to use your own account or password. Any user identified as a security risk will be denied access to the information system.

*I have read and understand these provisions:*

\_\_\_\_\_  
(Initial here.)

**7. Vandalism.** Vandalism is any malicious attempt to harm or destroy data of another user or of any other agencies or networks connected to the system. This includes uploading or creating computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.

*I have read and understand these provisions:*

\_\_\_\_\_  
(Initial here.)

**8. Updating.** The information service may occasionally require new registration and account information from you to continue service. You must notify the SBCEO IT Services department of any changes in your account information.

*I have read and understand these provisions:*

\_\_\_\_\_  
(Initial here.)

**9. Fees.** I agree to pay the annual fees and understand my service will be discontinued if I fail to do so. Pro-rated refunds for cancelled accounts will only be given within the first 30 days.

*I have read and understand these provisions:*

\_\_\_\_\_  
(Initial here.)

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**I understand and will abide by the provision and conditions of this contract. I understand that any violation of these provisions may result in disciplinary action, revoking of my user account, and appropriate legal action. I also agree to report any misuse of the information system to the system administration. I understand that the SBCEO reserves the right to cancel my account with 30-days notice.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent or guardian signature, if student is under the age of 18)

**Please return signed copy to:** IT Services, SBCEO, P. O. Box 6307, Santa Barbara 93160-6307