

Student Folders Policies and Procedures

POLICIES

The Pleasant Valley Community School District has established network folders for students in grade 7-12, to use to save school related files to. These folders are accessible from any networked computer. Students must agree to the policies established for use of these folders as well as the District's Technology Acceptable Use Policy. Any rules violations will result in disciplinary action including, but not limited to, withdrawal of permission to use the student folder and as stated in the Student Handbook.

Folders are to be used for school-related projects only. Files of the following type are permitted

- Word documents
- Excel documents
- PowerPoint documents including related music or video files
- Any other file type related to the student's current curriculum

Users should not assume any right of privacy in the files placed in a student's folder. Because the folder resides on a district server, all files stored in the folder are the property of Pleasant Valley Community School District. The District reserves the right to review, inspect the content of, and monitor all information residing in the student's folder. Copyright policies apply to all files stored in the student's folder.

Use of the folders to send racially, religiously, sexually offensive, pornographic or sexually explicit materials, to participate in hate groups or similar groups, or to engage or enable others to engage in gambling or any other illegal activity is expressly prohibited. Saving, displaying, or distributing sexually suggestive pictures or text on a monitor, a printed copy or otherwise, is expressly prohibited. This provision will be enforced consistent with the District's harassment policy.

Username and passwords may not be shared.

PROCEDURES

Step 1: Student Login First Time – Must be done at school on a computer with Windows XP

- Student logs in to the **computer** with their own username.
- Username is **lastname.firstfourlettersfirstname**
- Enter username (leave the password blank) and click **OK** to login. A message should pop up indicating student is required to change his/her password at first login. Leave the old password blank.
- For the new password, enter the password you want to use. It must be a minimum 5 characters.
- Confirm new password. Password has been changed.

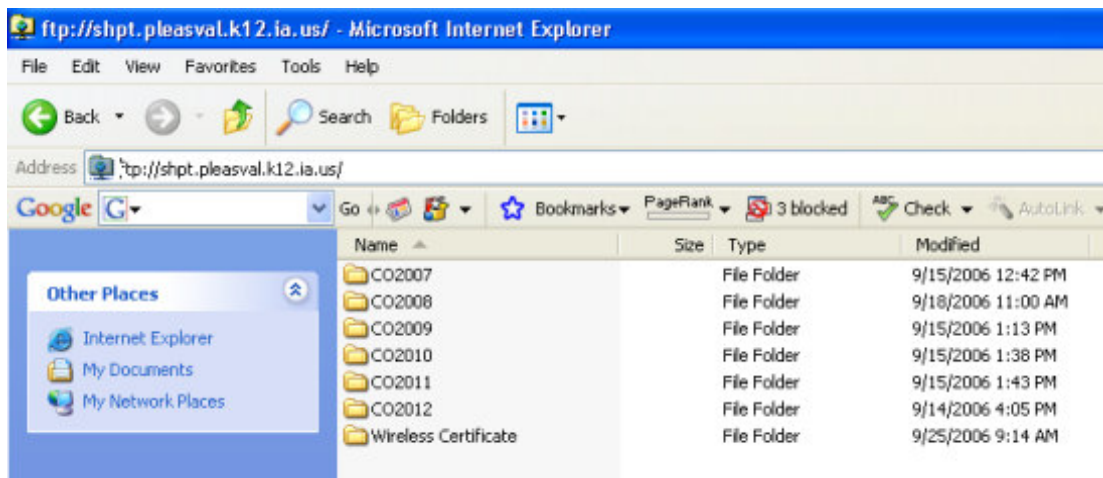
Step 2A: Accessing “U” drive /personal folder at School on computers with Windows 2000 or XP

- Student logs in to the computer with their own username (**lastname.firstfourlettersfirstname**) and password created in the Step 1 above.
- Access will be given to the “U” drive which will be mapped automatically at log in.
- Students will save work to the "U" drive by going to File>Save As and selecting the “U” drive from the Save In drop down in the Save As window.
- Student should remember to **Log Off** the computer when finished so that other students cannot access their work.

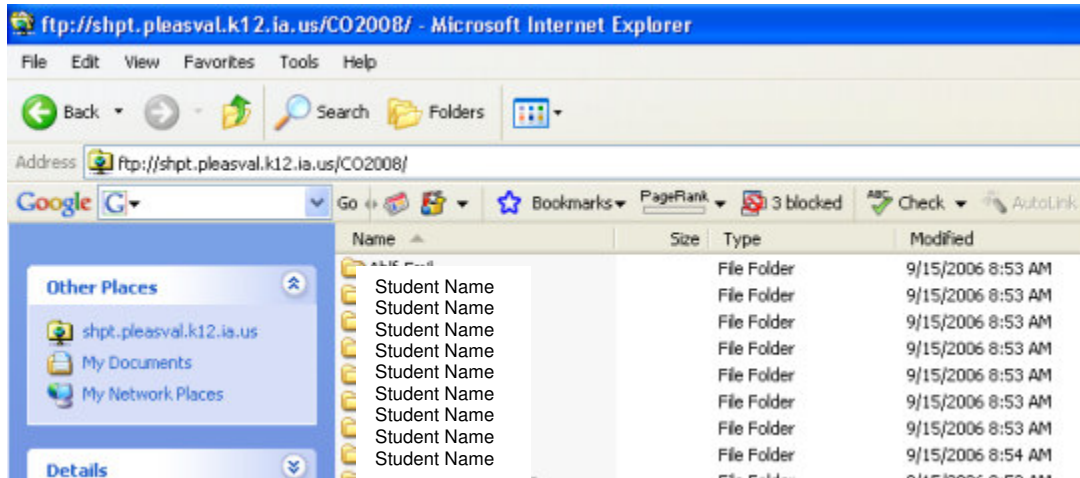
OR

Step 2B: Accessing student folder via Internet Explorer

- To log in to the student folders via Internet Explorer **if not logged in to the computer using individual student login**, go to Internet Explorer and enter <ftp://shpt.pleasval.k12.ia.us/> into the address line. There is also a link to this address on the high school and junior high’s home page, “Link to Student Folders.”
- After entering **pvusername** and **password**, the following window will open.



- Open the folder with the student's graduation year. For example, if the student will graduate in 2008, he/she will open the CO2008 folder. The following window will open.



- Scroll to the folder with the student's name and open. The student will have access to his/her own folder only.
- Files will need to be copied to the local computer hard drive in order to work on it. Do this by dragging the file from their folder on the FTP site onto the desktop of the computer.
- After working on the file and saving, drag the file back into the student folder replacing the original file. Since this is a webpage we are not able to open and save files directly into it.

Accessing Personal Folder at Home

- To work on files at home (or anywhere with Internet connection), access to the folder is through Internet Explorer. **See Step 2B Accessing Student Folder via Internet Explorer above.**
- Files will need to be copied to the home computer hard drive in order to work on it.
- After working on the file, drag the file back into the student folder replacing the original file. Since this is a webpage we are not able to open and save files directly into it.
- **Do not use File>Save As** when working at home.