

Skype

District Expectations for Professional Use

The district recognizes the value of using instant messaging technology for both professional tasks as well as instructional opportunities. Along with the use of iChat as an in-house solution, the district is also providing the Skype application as a download option through our Self-Service application. Because Skype allows online communication both inside and outside the district, the following list of expectations is being shared for those choosing to use the application in the professional setting.

* Install Skype from the Self Service list of applications

* A new Skype account should be generated for use within the district. If you already have an existing Skype account, you should still create a new account for your professional use within the district. The following naming convention should be used when registering for a new Skype account:

Skype Name: ET + District (Ex. ET_John_Smith)

Password: District Password

E-mail address: District Email (Ex. john_smith@etownschools.org)

Create a New Account

Skype Name
Must contain from 6 to 32 characters

Password

Repeat password

E-mail address

Important: A valid e-mail address is the only way to retrieve passwords.

Yes, I have read and I accept the [Skype End User License Agreement](#), the [Skype Terms of Service](#) and the [Skype Privacy Statement](#)

Remember my name and password on this computer

Launch Skype when I log in to Mac OS X

Please contact me about new features, services and other Skype stuff

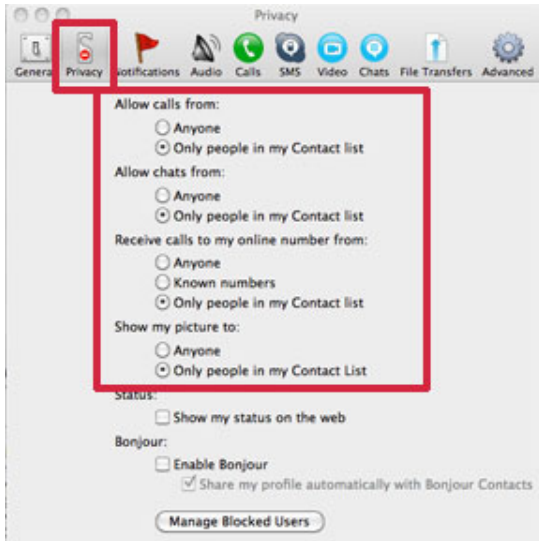
* Keep in mind that all communication in the district is public in nature and archived per our legal obligations. There is no expectation of privacy.

* Your district iChat and Skype accounts should be limited to professional communication and instructional purposes only.

* Please refrain from sending large files with Skype as it will have a detrimental impact on the performance of the network

* Change the Skype Privacy Settings to limit contact from people in your Contact List.

Skype => Preferences => Privacy



* Please contact Technology Services with any additional help you may need installing and/or working with Skype.