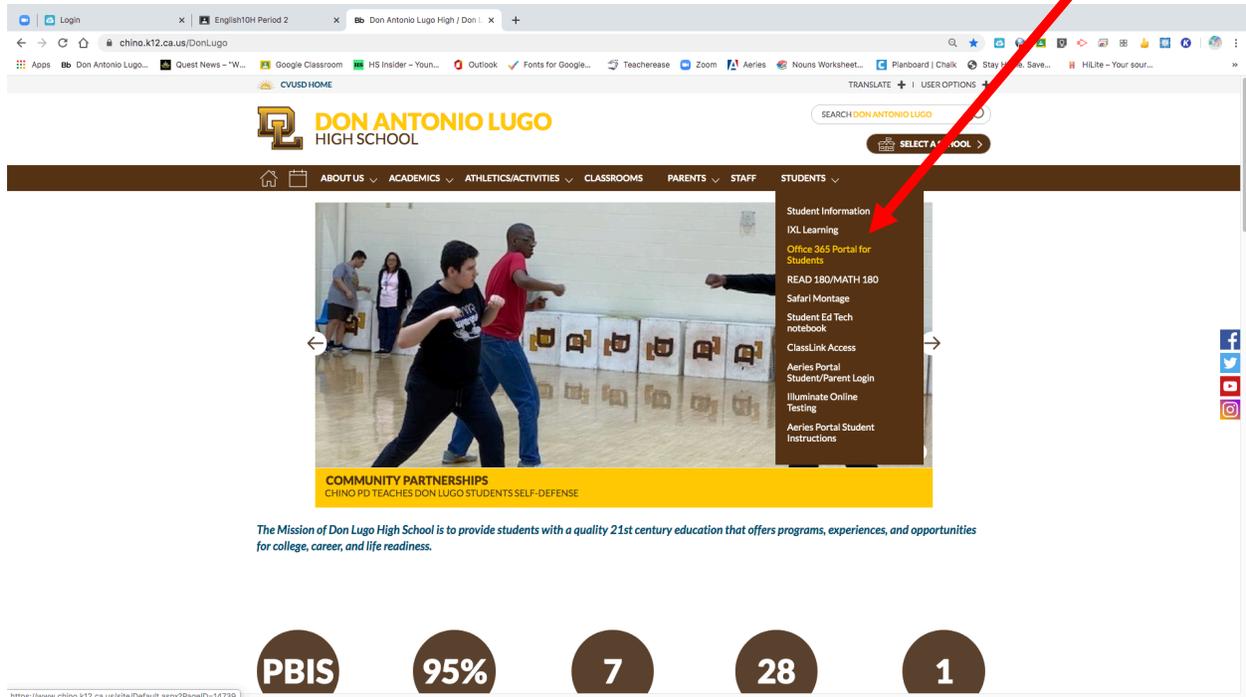
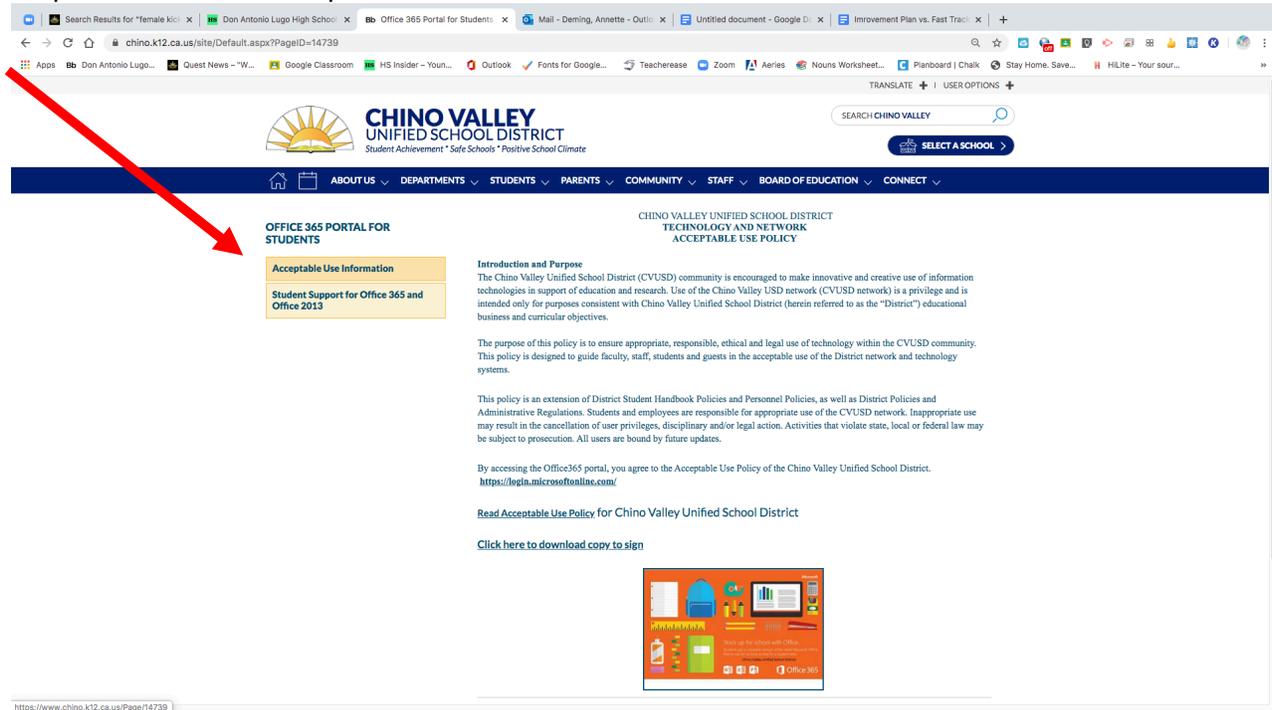


Students should start on the Don Lugo Home Page. Here, they can setup their office 365, as well as, their Class Link where all of their available apps/ are.

Step 1: Click on the Students Tab and then on Office 365 Portal for Students



Step 2: Click on the Acceptable Use Information



Search Results for "female ki... | Don Antonio Lugo High School | Office 365 Portal for Students | Mail - Deming, Annette - Out... | Untitled document - Google D... | Improvement Plan vs. Fast Tra... |

chivo.k12.ca.us/site/Default.aspx?PageID=14739

TRANSLATE + | USER OPTIONS +

SEARCH CHINO VALLEY

SELECT A SCHOOL >

ABOUT US | DEPARTMENTS | STUDENTS | PARENTS | COMMUNITY | STAFF | BOARD OF EDUCATION | CONNECT

OFFICE 365 PORTAL FOR STUDENTS

- Acceptable Use Information
- Student Support for Office 365 and Office 2013

CHINO VALLEY UNIFIED SCHOOL DISTRICT TECHNOLOGY AND NETWORK ACCEPTABLE USE POLICY

Introduction and Purpose
The Chino Valley Unified School District (CVUSD) community is encouraged to make innovative and creative use of information technologies in support of education and research. Use of the Chino Valley USD network (CVUSD network) is a privilege and is intended only for purposes consistent with Chino Valley Unified School District (herein referred to as the "District") educational business and curricular objectives.

The purpose of this policy is to ensure appropriate, responsible, ethical and legal use of technology within the CVUSD community. This policy is designed to guide faculty, staff, students and guests in the acceptable use of the District network and technology systems.

This policy is an extension of District Student Handbook Policies and Personnel Policies, as well as District Policies and Administrative Regulations. Students and employees are responsible for appropriate use of the CVUSD network. Inappropriate use may result in the cancellation of user privileges, disciplinary and/or legal action. Activities that violate state, local or federal law may be subject to prosecution. All users are bound by future updates.

By accessing the Office365 portal, you agree to the Acceptable Use Policy of the Chino Valley Unified School District.
<https://login.microsoftonline.com/>

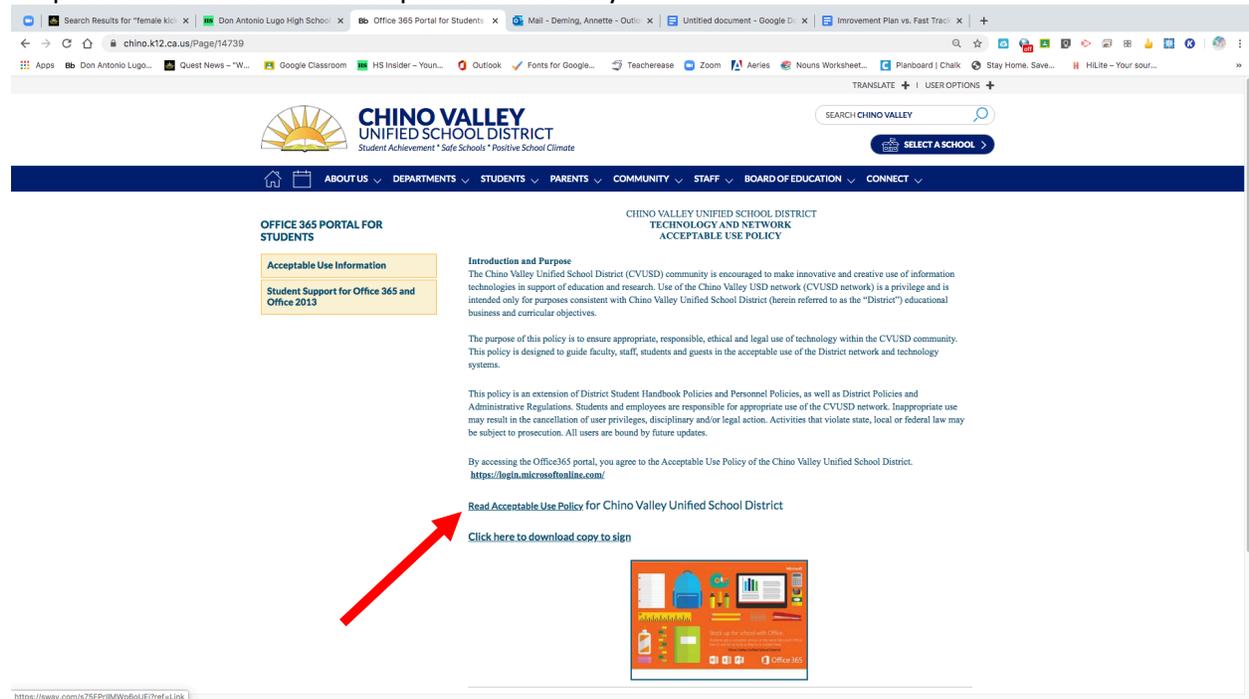
[Read Acceptable Use Policy for Chino Valley Unified School District](#)

[Click here to download copy to sign](#)



https://www.chino.k12.ca.us/Page/14739

Step 3: Click on the Read Acceptable Use Policy



Search Results for "female ki... | Don Antonio Lugo High School | Office 365 Portal for Students | Mail - Deming, Annette - Out... | Untitled document - Google D... | Improvement Plan vs. Fast Tra... |

chivo.k12.ca.us/Page/14739

TRANSLATE + | USER OPTIONS +

SEARCH CHINO VALLEY

SELECT A SCHOOL >

ABOUT US | DEPARTMENTS | STUDENTS | PARENTS | COMMUNITY | STAFF | BOARD OF EDUCATION | CONNECT

OFFICE 365 PORTAL FOR STUDENTS

- Acceptable Use Information
- Student Support for Office 365 and Office 2013

CHINO VALLEY UNIFIED SCHOOL DISTRICT TECHNOLOGY AND NETWORK ACCEPTABLE USE POLICY

Introduction and Purpose
The Chino Valley Unified School District (CVUSD) community is encouraged to make innovative and creative use of information technologies in support of education and research. Use of the Chino Valley USD network (CVUSD network) is a privilege and is intended only for purposes consistent with Chino Valley Unified School District (herein referred to as the "District") educational business and curricular objectives.

The purpose of this policy is to ensure appropriate, responsible, ethical and legal use of technology within the CVUSD community. This policy is designed to guide faculty, staff, students and guests in the acceptable use of the District network and technology systems.

This policy is an extension of District Student Handbook Policies and Personnel Policies, as well as District Policies and Administrative Regulations. Students and employees are responsible for appropriate use of the CVUSD network. Inappropriate use may result in the cancellation of user privileges, disciplinary and/or legal action. Activities that violate state, local or federal law may be subject to prosecution. All users are bound by future updates.

By accessing the Office365 portal, you agree to the Acceptable Use Policy of the Chino Valley Unified School District.
<https://login.microsoftonline.com/>

[Read Acceptable Use Policy for Chino Valley Unified School District](#)

[Click here to download copy to sign](#)



https://www.chino.k12.ca.us/Page/14739

Step 4: Read and scroll to the bottom

The screenshot shows a Sway presentation slide with a light blue background. At the top, there is a dark blue header with the title "CVUSD Technology and Network Acceptable Use Policy" in white. Below the header, there is a section titled "Introduction and Purpose" in a dark blue box. The main text of the slide reads: "The Chino Valley Unified School District (CVUSD) community is encouraged to make innovative and creative use of information technologies in support of education and research. Use of the Chino Valley USD network (CVUSD network) is a privilege and is intended only for purposes consistent with Chino Valley Unified School District (herein referred to as the "District") educational business and curricular objectives. The purpose of this policy is to ensure appropriate, responsible, ethical and legal use of technology within the CVUSD community. This policy is designed to guide faculty, staff, students and guests in the acceptable use of the District network and technology systems. This policy is an extension of District Student Handbook Policies." A "View more" button is visible in the bottom right corner.

Step 5: Fill Out The Form (This is the new step)

The screenshot shows a Sway presentation slide with a dark blue background. At the top, there is a logo for Chino Valley Unified School District and the title "CVUSD Technology and Network Acceptable Use Policy Agreement". Below the title, there is a paragraph: "By submitting this form, you are agreeing to use all CVUSD technology, including Office 365, responsibly and for educational purposes only." The form itself is white and contains the following text: "Hi Annette, when you submit this form, the owner will be able to see your name and email address." Below this, there is a "Required" section with two questions: "1. Type your first and last name." and "2. Choose your school from the drop-down menu. (Elementary schools are listed first followed by junior high and high school.)". There are input fields for both questions, including a dropdown menu for the second question.

Made with Microsoft Sway

Create and share interactive reports, presentations,
dashboards, and more.

Step 6: Submit the Form

2. Choose your school from the drop-down menu. (Elementary schools are listed first followed by junior high and high school.) *

Select your answer

3. Today's date. *

Please input date in format of M/d/yyyy

4. Do you agree with the Chino Valley Unified School District's Technology and Network Acceptable Use Policy? *

Yes

Submit

This content is created by the owner of the form. The data you submit will be sent to the form owner. Never give out your password.

Powered by Microsoft Forms | Privacy and cookies | Terms of use

Made with Microsoft Sway

Create and share interactive reports, presentations, personal stories, and more.

Step 7: Now, you can click on the Microsoft Office link and it will be activated for you.

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Student Achievement * Safe Schools * Positive School Climate

SEARCH CHINO VALLEY

SELECT A SCHOOL

ABOUT US | DEPARTMENTS | STUDENTS | PARENTS | COMMUNITY | STAFF | BOARD OF EDUCATION | CONNECT

OFFICE 365 PORTAL FOR STUDENTS

Acceptable Use Information

Student Support for Office 365 and Office 2013

Introduction and Purpose

The Chino Valley Unified School District (CVUSD) community is encouraged to make innovative and creative use of information technologies in support of education and research. Use of the Chino Valley USD network (CVUSD network) is a privilege and is intended only for purposes consistent with Chino Valley Unified School District (herein referred to as the "District") educational business and curricular objectives.

The purpose of this policy is to ensure appropriate, responsible, ethical and legal use of technology within the CVUSD community. This policy is designed to guide faculty, staff, students and guests in the acceptable use of the District network and technology systems.

This policy is an extension of District Student Handbook Policies and Personnel Policies, as well as District Policies and Administrative Regulations. Students and employees are responsible for appropriate use of the CVUSD network. Inappropriate use may result in the cancellation of user privileges, disciplinary and/or legal action. Activities that violate state, local or federal law may be subject to prosecution. All users are bound by future updates.

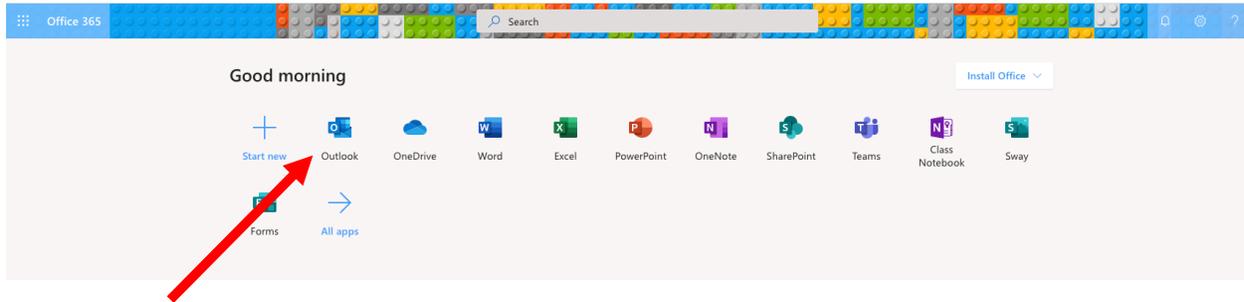
By accessing the Office365 portal, you agree to the Acceptable Use Policy of the Chino Valley Unified School District.
<https://sway.com/s75FP9iIMWp6oUEj?ref=Link>

Read Acceptable Use Policy for Chino Valley Unified School District

Click here to download copy to sign

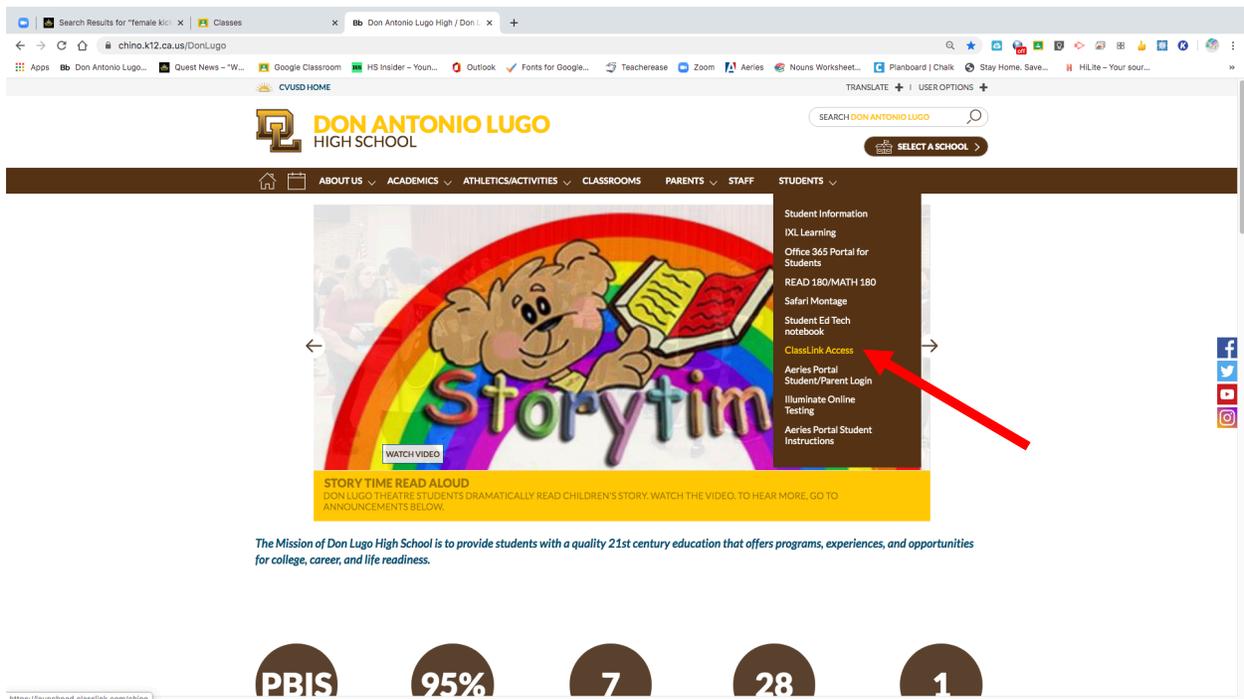
https://sway.com/s75FP9iIMWp6oUEj?ref=Link

Step 8: After clicking on the link, it should open up the student's outlook. There may be one other step that happens before this screen or after this screen and that is to ask what time zone you are in. The answer is PST (Pacific Standard Time)

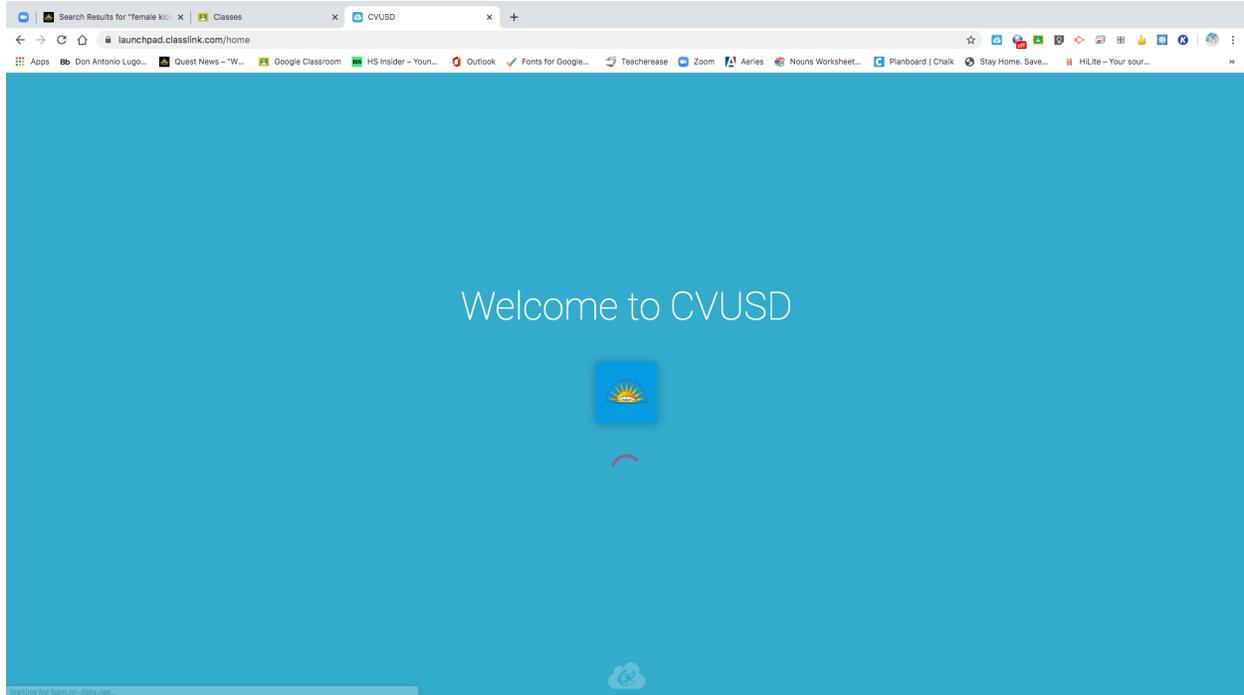


Step 9: Return to the Don Lugo Homepage to setup Classlink and make sure EVERYTHING is working and available to you.

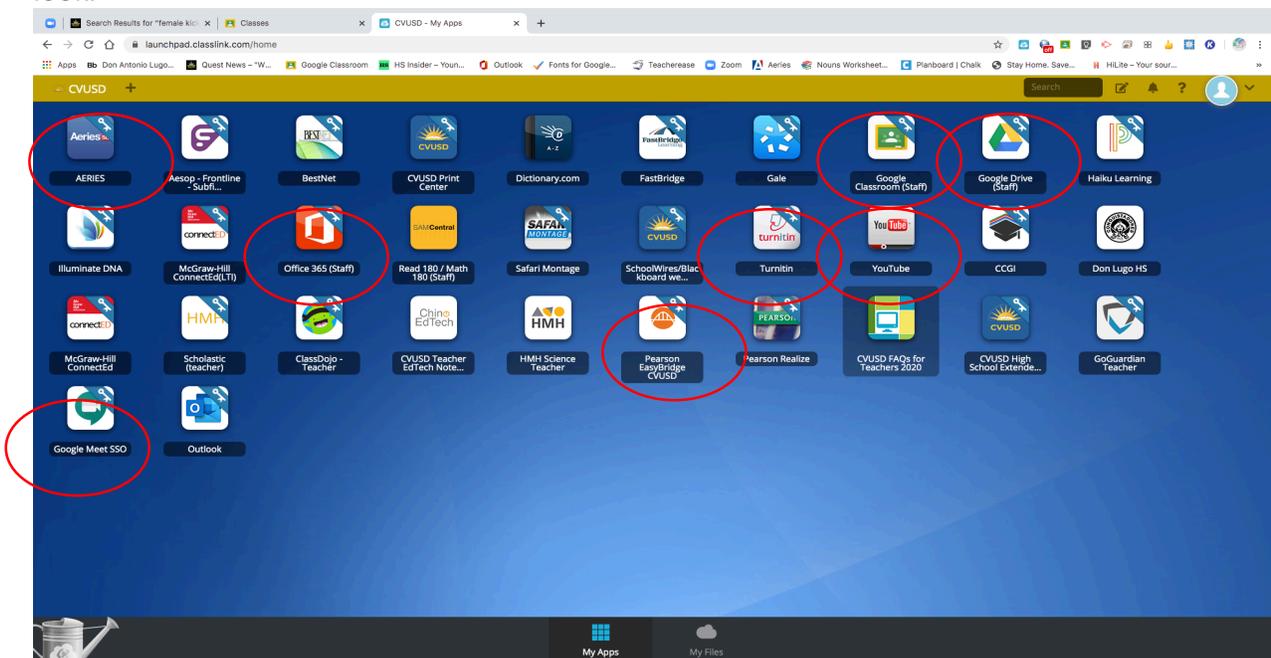
Step 10: Click on the Students Tab then click on Class Link Access



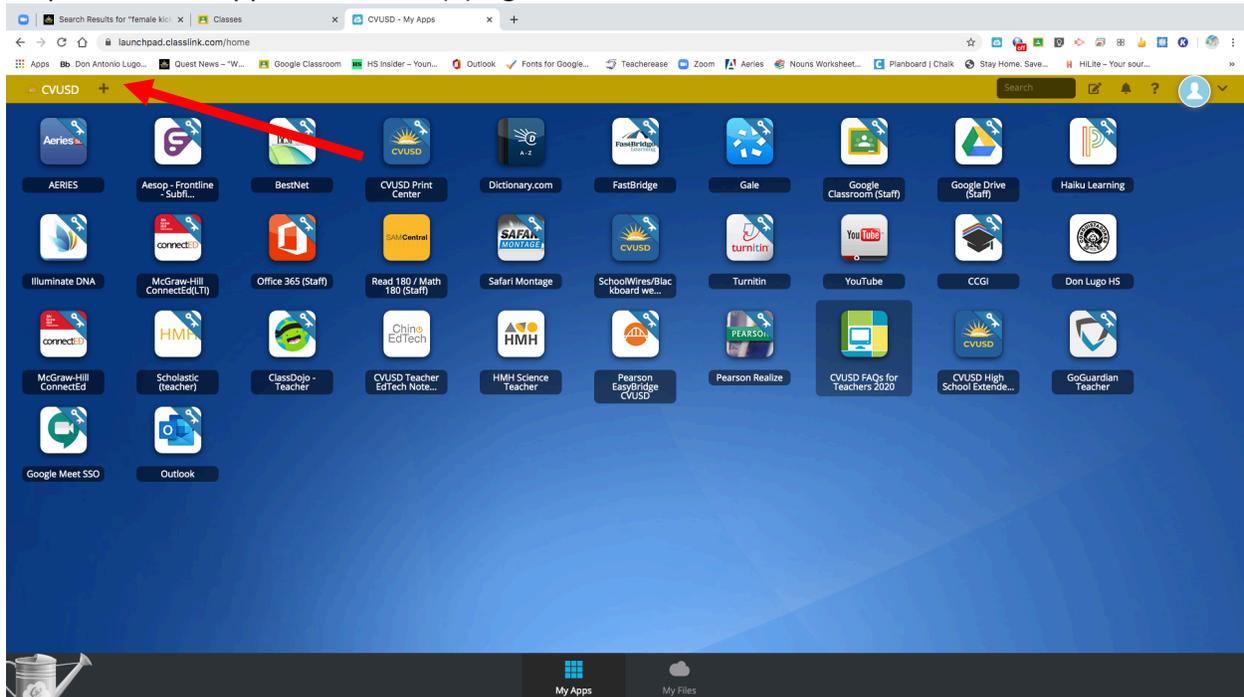
Step 11: Login with your typical district network username and network password like you do when you are testing or in your computer lab.



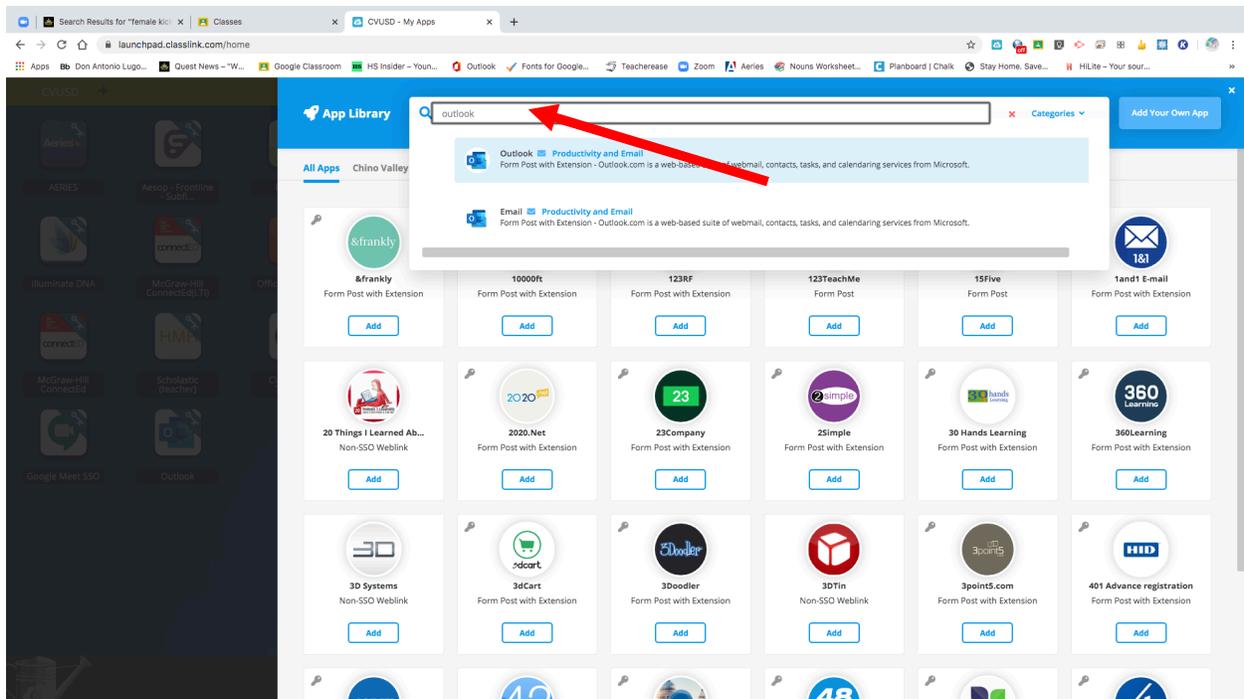
Step 12: You want to ADD your new Outlook access to all the apps you have access to. Take a look.



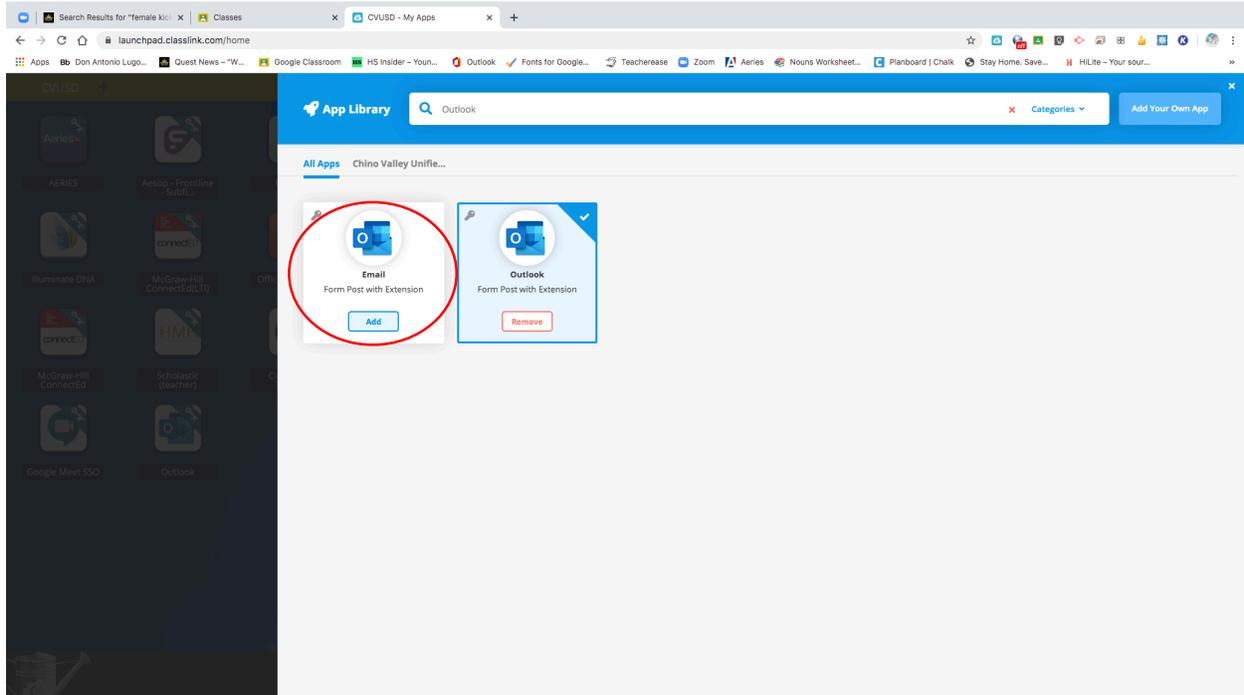
Step 13: Add an app. Click on the (+) sign.



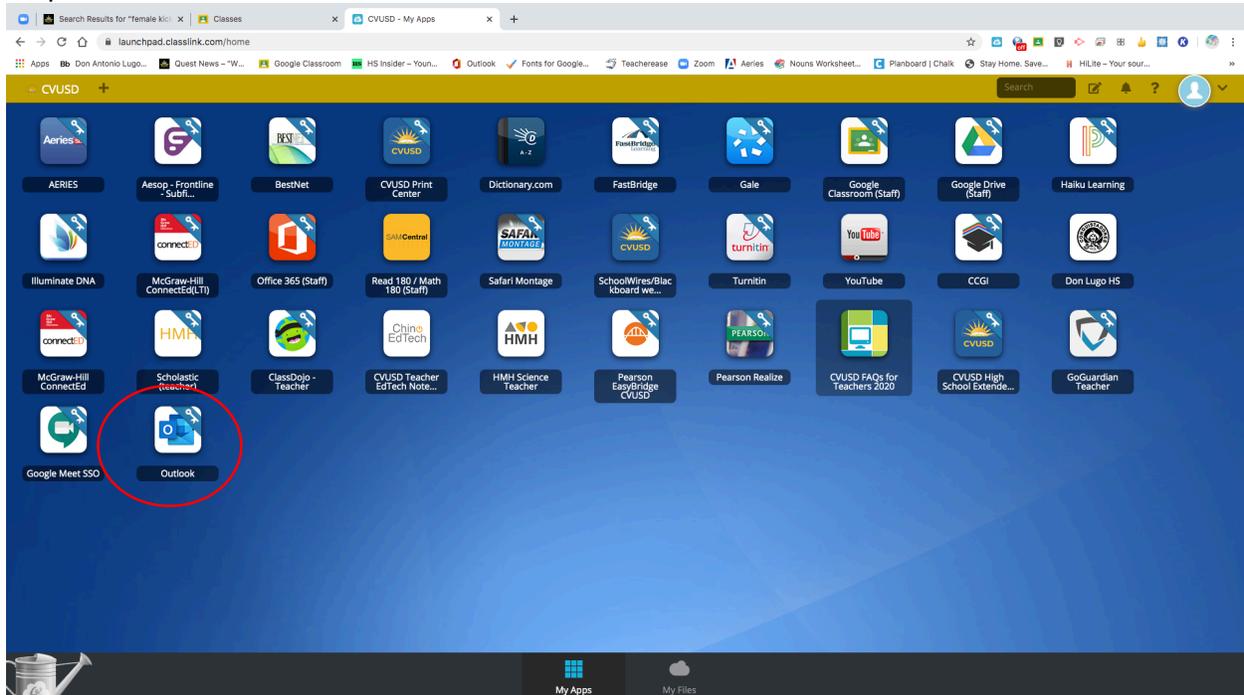
Step 14: Type OUTLOOK and click on the app when it comes up.



Step 15: Click ADD



Step 16: Check to make sure it's there.



NOW EVERYTHING IS ALL SETUP TO SEND AND RECEIVE EMAILS. REMEMBER **STUDENTS DO NOT HAVE GMAIL ACCOUNTS** WITH THEIR OUTLOOK DRIVEN STUDENT CREDENTIALS

@stu.chino.k12.ca.us

