

## **Student Email Guidelines**

Neoga CUSD #3

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### **Uses for student email**

Email can be a powerful communication tool for students to increase communication and collaboration.

- Students are expected to check their email at least once per day.
  - Teachers may send email to students to communicate reminders, course content, pose questions related to classwork, and such.
  - Students may send email to teachers with questions or comments regarding class.
  - Students may send email to other students to collaborate on group projects and assist with school classes.
  - Student may use email to apply for accounts and receive information directly related to school activities. Examples; College Board or Educational website accounts.
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### **Student emails to staff**

- Students are encouraged to email staff concerning school-related content and questions.
  - However, there will be no requirement or expectation for staff to answer student email outside of their regular work day, although they certainly may if they choose. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.
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### **General email guidelines for students**

The student Acceptable Use Policy covers email as well as other technologies. Below is a general summary of guidelines related to email.

- Email is to be used for school-related communication.
- Proper email etiquette is expected.
- Do not send harassing email messages or content.
- Do not send offensive email messages or content.
- Do not send spam email messages or content.
- Do not send email containing a virus or other malicious content.
- Do not send or read email at inappropriate times, such as during class instruction.
- Do not send email to share test answers or promote cheating in any way.
- Do not use the account of another person.

### **Email Security and Monitoring**

- All student email will pass through Google's Postini Message Security system.
- Rules/filters are set up to monitor student email for profanity, harassment, and other inappropriate content.
- Student email that is identified as inappropriate will be blocked from delivery, and instead will be sent to the school administration.

From the Student Acceptable Use Policy:

*Expectation of Privacy*

- a. The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
- b. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.

## **Consequences of misuse of email**

### **From the Student Acceptable Use Policy:**

#### ***Consequences for Violation of Technology Policies***

*The failure of any user to follow the terms of the Authorization for Electronic Network Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action.*

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**This document has been adapted from the work of Eric Curts**

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