

# **Student Email Guidelines**

## **North Canton City Schools**

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### **Uses for student email**

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

- Students are encouraged to check their email at least once per day.
  - Teachers may send email to their students to communicate reminders, course content, pose questions related to classwork, and such.
  - Students may send email to their teachers with questions or comments regarding class.
  - Students may send email to other students to collaborate on group projects and assist with school classes.
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### **Student email permissions**

Our Gmail system controls whom email messages can be sent to and whom they can be received from.

- HS and MS students can email HS students, MS students, and all staff.
  - HS and MS students cannot email elementary students, parent accounts, anyone outside of the North Canton City Schools domain, or any of the district mailing lists (this also means student email cannot be forwarded to non-school personal accounts).
  - HS and MS students cannot receive email from outside of the domain.
  - Elementary students can email all staff.
  - Elementary students cannot email other students, parent accounts, anyone outside the domain, or any of the district mailing lists.
  - Elementary students cannot receive email from other students, or from outside the domain.
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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.
  - 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.
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## How student email is monitored

- 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***

*At any time and without prior notice, the NCCSD reserves the right to monitor, inspect, copy, review, and store any and all usage of the network and the Internet, as well as any information sent or received in connection with this usage. Because files remain the property of the NCCSD, no one should have any expectation of privacy regarding such materials.*

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## Consequences of misuse of email

From the Student Acceptable Use Policy:

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

*Use of the computer network and Internet is an integral part of research and class work, but abuse of this technology can result in loss of privileges. Students who use the computer network or the Internet inappropriately may lose their access privileges and may face additional disciplinary or legal action. The length of time for loss of privileges will be determined by building administrators and/or other staff members. If the user is guilty of multiple violations, privileges can be removed for one year or more.*