



Student Email Guidelines

Buckeye Valley Local Schools

Uses for BVLS 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 other class related items.
- Students may send email to their teachers with questions or comments regarding class or to turn in an assignment.
- Students may send email to other students to collaborate on group projects and assist with school assignments.

Student Email Permissions

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

- Students cannot email anyone outside of the Buckeye Valley Local Schools domain, or any of the district mailing lists. This also means student email cannot be forwarded to non-school personal accounts.
- Students cannot receive email from outside of the domain.

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.

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.

Consequences of misuse of email

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.