



Student Gmail Policy

Buckeye Valley Local Schools

Buckeye Valley Local Schools provides all students with a Google email account. This account gives students' access to Gmail, Google Docs, and Google Calendar because Google Apps provides email and collaboration abilities for students the following guidelines for use have been established for all students.

Guidelines for use

We provide two documents that address use, misuse, and consequences related to the Google Apps tools (and all other technology services).

- Student Acceptable Use Policy (AUP) - This document covers how technology is and is not to be used in our educational setting. Parents and students both sign this document to indicate they have read and agree to the policies. A blank copy of the AUP is available on our website for reference.
- Student Gmail Guidelines - This document goes into more specifics concerning what is and is not allowed with email usage. This document is not signed, but is available on our website.

Parents and students are encouraged to review these two documents as needed. They can be found on our technology website at:

<http://www.buckeyevalley.k12.oh.us>

Limits on email senders and recipients

The Gmail accounts provided to our students are only for use within the school district. This is to provide another way for students to communicate with their teachers, and for students to collaborate together on group projects. The following limits are set on email use:

- HS and MS students can email HS students, MS students, and all staff.
- HS and MS students cannot email anyone outside of the Buckeye Valley Local Schools domain. Students email cannot be forwarded to non-school personal accounts.
- HS and MS students cannot receive email from outside of the domain. (mybvls.org)
- Elementary students can email all staff.
- Elementary students cannot email parent accounts, anyone outside the domain. (mybvls.org)
- Elementary students cannot receive email from outside the domain.

Because no email can come in from outside of the school district, students will not receive spam, unsolicited messages, or anything inappropriate from the outside world. Also, students cannot send messages to people who are not staff or students in our district.

Monitoring and filtering of email

Email that is sent within our district is monitored and filtered based upon content.

- All student email passes through Google's 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 for review.

Parent access to student email

Student email accounts use the following pattern:

- The student's username is: First Name Lastname @mybvls.org

Example: Johnsmith@mybvls.org

- Their password is: bvls followed by their student ID Number

Example: bvls12345

- Their email address is their First name Lastname @mybvls.org

Example: Johnsmith@mybvls.org

If a parent does not have their student's ID number, this information can be provided by the main office of each school building.

School email can be accessed from the Buckeye Valley District website:

www.buckeyevalley.k12.oh.us