

BUCKNER ELEMENTARY SCHOOL COUNCIL POLICY

GUIDELINES FOR STUDENT E-MAIL USAGE

4008

TOPICS

STATEMENTS

a. Purpose of Student Email

Student e-mail has been established as part of the state's Master Plan for Technology and is established by statute. Students have access and utilize an e-mail account for the purpose of communication with another individual or groups of individuals. Student e-mail accounts are to be used for instructional purposes only. Students engage in authentic tasks with authentic audiences. As a result, writing skills are improved, and students gain a deeper understanding of content knowledge.

b. Implementation Plan

OCBE Policy 9064, "OCSNET Acceptable Use Policy" will be reviewed by teachers each school year before students use network files and equipment. Relevant to the policy review, students in grades three through five will receive instruction in the use of student e-mail and the parameters of its use.

Writing instruction regarding email should include:

1. attention to e-mail etiquette,
2. consideration to audience and purpose, and
3. editing for surface features.

Technology skill instruction should include:

1. safety and ethical use of electronic communication. For example, students may not provide any information that would make them personally identifiable via e-mail,
2. web mail access (log in and password protection),
3. e-mail toolbars for creating, inserting photos, or other document attachments, sending email, and
4. file management.

c. Acceptable Use

Student e-mail accounts are to be used for instructional purposes as directed by teachers or administrative staff. Students who attempt to use e-mail for any other purpose are in violation of the Acceptable Use Policy which could result in loss of network privileges. State required Proxy reports indicate internet usage (including web mail) by staff and students. The School Technology Coordinator (STC)

is required to review and report usage infractions to school administration.

The Kentucky Department of Education allows parents or guardians of students without e-mail access at home to use their child's e-mail account for communicating with the child's teacher, or administrative staff only.

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Adopted – Buckner Elementary School Council – November 20, 2008