

Student Email Guidelines

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.
- Teachers may send email to their students to communicate reminders, course content, pose questions related to class work, 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.

Student email permissions:

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

- 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.

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.

Expectation of Privacy from the Student Acceptable Use Policy:

- E-mail messages are not secure or private. Confidential information should not be sent via e-mail. District e-mail is subject to FOIA (Freedom of Information Act) requests.

Consequences of misuse of email from the Student Acceptable Use Policy:

- Violations of the AAPS AUP, including all guidelines referred to above, may result in restrictions, suspension or revocation of electronic use privileges by the Director of Technology or designee.
- Users violating any of these privileges and responsibilities may face additional disciplinary action as appropriate.
- Appeals may be made according to the Rules and Regulations of the AAPS.

These are the laws and policies that help to protect our students online:

Student Email Guidelines

Child Internet Protection Act (CIPA)

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

-- CIPA - <http://fcc.gov/cgb/consumerfacts/cipa.html>

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

-- COPPA - <http://www.ftc.gov/privacy/coppafaqs.shtm>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information.

1. The school will not publish confidential educational records (grades, student ID #, etc...) for public viewing on the Internet.
2. The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
3. Parents may request that photos, names and general directory information about their children not be published.
4. Parents have the right at any time to investigate the contents of their child's email and Apps for Education files.

-- FERPA - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>