Central Islip Union Free School District

Board of Education & School District Policy Book
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https://www.centralislip.k12.ny.us

Section	Section Title	Type
4000	Instruction	Local
Policy	**Policy Title**	
4526.4	Student Email Accounts and Communication	

Student 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 middle and high school 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. 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 workday, 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.

The management of student email account access is critical to ensure safety, high quality and proper use of the system. The student email account management will be accomplished through the Office of Instructional Technology and managed by the Administrator for Instructional Technology. Students are bound to all of the rules and regulations set forth in the Regulation for District Technology (4526-R), Prohibition of Cyberbullying and Harassment Policy (4526.3), the Code of Conduct (5300), as well as the additional provisions below. Students who violate any of these policies may be subject to revocation of their privileges and may face disciplinary actions as deemed fit by the Principal or Office of Instructional Technology.

In order to comply with Federal COPPA (Children's Online Privacy Protection Act), students under the age of 13 will not be able to send/receive email. Students under the age of 13 may be provided with an email address for use with district programs but will be unable to send/receive email.

Procedures for Proper Use and Acceptable Use/Conduct

- All student email accounts are the property of the Central Islip School District. Email activities must comply with all Board of Education Policies for Technology (4526). The users of student email accounts are to be deemed for all purposes knowledgeable of this policy.
- All student email will reside on the District's Microsoft Office 365/Microsoft Exchange server managed through the Active Directory and maintained by the Office of Instructional Technology. Students are not permitted to use any other email accounts (i.e. Yahoo, Hotmail, AOL, Gmail, etc.) as official district email accounts or to communicate with faculty and staff.
- For the protection of our students and their own protection, administration, faculty and staff will only use their official district email address to email students at their official district email address and not side-step district security using personal or outside email communication (i.e. Yahoo, Hotmail, AOL, Gmail, etc.).
- The student will be removed from the system after graduation, leaving the school district, or revocation of privileges due to any policy infractions.
- Messages posted on the district's email system cannot cause disruption to the school environment or normal and acceptable school operations. Occasional and reasonable personal use of the district's email is permitted, providing that this does not interfere with the performance of the email system or disrupt the operation of the schools. Email from the system can be checked from home or from school computers, as long as it does not disrupt the operation of the classroom or school.
- The email system cannot be used to operate a personal business. The account may not be sold or otherwise reassigned. The account may be revoked if used inappropriately.
- Students will report any unusual activities such as inappropriate communications, obscene email, attempts by adults to lure them into dangerous behaviors, and the like to a faculty member or Principal.
- Students will not identify their home telephone numbers, or home addresses in any email correspondence.
- Email sent or received by the district email system is not confidential. Although the Board of Education does not make a practice of monitoring email, the administration reserves the right to retrieve the contents of user mailboxes for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts or to recover from system failure.
- When issues arise, the Office of Instructional Technology will deal directly with the school administration. The school administration will deal directly with the student and/or parents/guardians. Improper use of the system

will result in discipline and possible revocation of the student email account. Illegal activities on the system will be referred to law enforcement authorities for appropriate legal action.

- Students will only have the capability of sending/receiving email to/from district email accounts (administrators, teachers, staff, other students) at the @centralislip.k12.ny.us and/or @cischools.org. Student email accounts will not be able to send to or receive from any other domain or account. The Office of Instructional Technology will look at advancing the system for high school seniors to have the capabilities of emailing external accounts for the purpose of college admissions (i.e. .edu accounts).
- Students may not forward email to their personal or outside account and will only have the ability to communicate within the centralislip.k12.ny.us domain.
- If necessary, the Board of Education, at its discretion, may close the accounts at any time. Any updates or changes to this email policy by the Board of Education or administration will be in effect.

1st Reading: April 16, 2018
2nd Reading: May 14, 2018
Adoption: May 14, 2018

Cross Reference:
4526, Policy for District Technology
4526-R, Regulation for District Technology Acceptable Use Policy
4526.3, Prohibition of Cyberbullying and Harassment
5300, Code of Conduct