

## ***Information & Technology Collection - supplement***

### **AG 7540.06 – STUDENTS’ PROPER USE OF DISTRICT-ISSUED E-MAIL ACCOUNT**

The substantive changes in this guideline include the following:

1. The guideline was renumbered from 7540.05A to 7540.06 to be consistent with the adoption of new board policy 7540.06 that addresses students’ proper use of district- issued e-mail accounts.
2. On page 1, in the section entitled “Types of E-mail Prohibited,” we revised the general rule to remove the concept that e-mails must be carefully written utilizing correct grammar and spelling. While it is certainly an expectation that individuals will proof read their emails for spelling and grammatical errors before sending them, we recognize that does not always occur (as is obvious when reviewing some staff members’ e-mails). Since we are unable to hold staff members to this standard, it seems inappropriate to require it of students.
3. We deleted the section pertaining to “High Priority Messages” because, from a technological standpoint, it is no longer as critical as it once was; in particular, since many districts now use web-based e-mail clients their system resources/servers are no longer taxed from a load standpoint as they once were when a message was sent “high-priority.”
4. On page 4, language was added to emphasize that under State law, students’ e-mails are often subject to applicable record retention, disclosure and disposal policies.





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### **NEW GUIDELINE - TECHNOLOGY UPDATE - PHASE III**

#### **STUDENTS' PROPER USE OF DISTRICT-ISSUED E-MAIL ACCOUNT**

Students assigned a school e-mail account are required to utilize it for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, students shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes. All use of their District-issued e-mail account must be for educational/school-related purposes. (1) Use of a District-issued e-mail account for personal purposes is prohibited.

E-mail sent through the District's network and using the District's e-mail system/provider may be retained indefinitely and is subject to monitoring as set forth in Board Policy 7540.03.

The following procedures are established so that the District's e-mail and Internet capabilities are not compromised, and e-mail messages are maintained in accordance with State and Federal law.

#### **OPERATIONAL CONSIDERATIONS:**

##### **A. Types of E-Mail Prohibited**

1. General Rule: Do not put anything in an e-mail that you would not want seen on the front-page of the local newspaper.

NO Do not send e-mails of \_\_\_\_\_ [ex. 10] mb or more. (For example, this would most likely be the following: multiple attachments on one (1) e-mail, pictures; Powerpoint presentations, Adobe files, jpg images, etc.)

YES Do not use the District's e-mail system to send announcements such as the following:

( ) parties





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☐ items for sale

☐ \_\_\_\_\_

☐ Such items may be posted on \_\_\_\_\_  
**[District's Intranet - give specific location; e.g.,  
General Staff Bulletin Board].**

☐ Do not forward or start e-mails with the following:

☐ jokes

☐ pictures

☐ similar fun forwards intended to amuse the reader

☐ \_\_\_\_\_

☐ Do not subscribe to the following through your District e-mail account:

☐ daily jokes

☐ daily horoscopes

☐ daily recipes

☐ vacation information

☐ similar items of information or amusement.

☐ \_\_\_\_\_

Please use your own personal e-mail account for such items.





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- ( ) Do not respond to chain letters via your District e-mail account. These letters often come from outside sources, which increase the risk of e-mail based virus infection. Such e-mails multiply exponentially, and cost the District in terms of time, money and resources.
- ( ) Do not use your District e-mail account to communicate with friends and family throughout the school day, except in case of emergency and when they cannot be reached by telephone.

B. Proper Use of the Distribution Lists in the District's Global Address Book

- 1. Generally, students should address their e-mails to a specific person(s).
- 2. When using a class/club/athletic team/organization-wide distribution list, all members of the class/club/athletic team/organization should be intended targets. **Distribution lists are only to be used when it is necessary to convey information to every member of a group.** This includes all distribution lists.

- 3. It is your responsibility to know to whom your information will be sent if you choose to utilize a class/club/athletic team/organization-wide distribution list. ~~Descriptions of the groups are located on the District's Intranet at~~ \_\_\_\_\_ **[provide web address].**





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C. Signature Blocks

E-mail messages from students must contain the following signature block:

Student's Name

Grade

Building

**NOTICE:** This e-mail message is from a student in \_\_\_\_\_ School District (District) and it is intended for educationally-related purposes only. If you are not the intended recipient, you are hereby notified that you received this message in error and any review, disclosure, copying, printing, distribution, dissemination, or the taking of any action in reliance on the contents of the information contained herein is strictly prohibited. If you received this e-mail message in error, please notify the sender by return e-mail, and immediately and permanently delete the original from your computer and destroy all copies of this communication. Thank you.

Additionally, this e-mail message, and any response to it, ( ) may ( ) shall be archived for later retrieval. Further, the District reserves the right to monitor all e-mail transmitted through its e-mail system and the individual student has no expectation of privacy of e-mails sent or received. Lastly, the student's e-mails are subject to retention, disclosure, and disposal in accordance with Board Policy and State law.





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D. Mailbox Management/Maintenance/Cleanup

1. Subject Lines

Fill in the subject line on your e-mail both to help your recipient identify the purpose of the message. Subject lines should be as descriptive as possible.

The following are some examples of poor and good subject lines for the same message:

Poor, confusing subject lines

"helpful info"

"report"

"help"

"important"

"today?"

"news"

Better, descriptive subject lines

"contact info"

"English paper re: \_\_\_\_\_"

"Can we meet to discuss tomorrow's test"

"Today's meeting of the Chess Club is canceled"

"Do you want to sit together at lunch today?"

"English exam rescheduled until next week"

2. Each e-mail user is responsible for keeping his/her e-mail account at a manageable size.

( ) The maximum permissible total storage size for each user shall be \_\_\_\_\_.

4. If you do not maintain your mailbox and permit its size to grow beyond the recommended levels, your mailbox could become corrupt. The District's staff is not responsible if the mailbox cannot be recovered do to lack of user maintenance.





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5. Your District e-mail account is not meant to be a storage folder.

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