

## **SERIES 300 – STUDENTS**

### **Instructional Resources and Services – 360**

#### **Student E-Mail Policy (363.6)**

Norwalk Ontario Wilton School District has decided to allow the use of email accounts for all students in grades 5-12 for collaborative sharing using Google Apps for Education. These accounts will be used at school for school related projects but may be used outside of school for personal email by students with their parents' permission. The mastery of effective and proper email communications by students is included in the *PreK-12 Instructional Technology Standards* and allows access to the wealth of collaborative tools available to students and teachers. The email naming convention will be school username@student.now.k12.wi.us

#### **Philosophy**

The Norwalk Ontario Wilton School District encourages the use of student email as an effective and efficient way to improve communication between students, faculty members and administrative staff. The primary purpose of student email is to support teaching and learning. This email account is housed on a Google mail server, thereby giving student access to Google Docs (word processor, spreadsheet, and presentation software) and also allows teachers and students to share information housed in these file areas with others.

#### **1. Prohibited Conduct**

Student email may not be used in the following ways:

- Unlawful activities
- Commercial purposes
- Personal financial gain
- False identity in email communications
- Misrepresentation of the Norwalk Ontario Wilton School District
- Interference with NOW technology operations through
  - a. electronic chain letters
  - b. unsolicited electronic communications
  - c. disruption of electronic communications

#### **2. Access Restriction**

Access to and use of student email at school is considered a privilege and the NOW School District maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the Building Principal for further investigation and adjudication.

### **3. Security**

Norwalk Ontario Wilton School District cannot and does not guarantee the security of electronic files located on the Google Mail system. Although Google does have a powerful content filter in place, the District cannot assure that users will not be exposed to unsolicited information.

### **4. Privacy**

The general right of privacy will be extended to the extent possible in the electronic environment. Norwalk Ontario Wilton School District and all electronic users should treat electronically stored information in individuals' files as confidential and private. There is an acknowledged trade-off between the right of privacy of a user and the need of system administrators to gather necessary information to ensure the continued functioning of these resources. In the normal course of system administration, system administrators may have to examine activities, files, and electronic mail to gather sufficient information to diagnose and correct problems with system software or hardware.

Users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the Google Mail system, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

Approved:     January 14, 2013