

Guidelines for Student E-mail

Internet, Web-based, student E-mail accounts are made available to St. Lawrence School students for instructional reasons. Student access to E-mail is a privilege with a corresponding degree of responsibility for the user. As an instructional tool, student E-mail accounts are monitored and controlled by the classroom teacher and IT personnel.

As administrators of the student E-mail system, teachers will:

1. Enable and disable student accounts as needed for instructional reasons.
2. Access and read student E-mail for the purpose of monitoring appropriate student use.
3. Supervise student use of the E-mail system and report incidents to the appropriate building administrator for action.
4. Maintain a file of their student's signed consent forms.
5. Adhere to the STLAW Staff Guidelines for the use of Instructional Technology.

Student responsibilities include:

1. Students should never put personal information in their E-mail messages (name, phone number, age, home address).
2. Students must not use E-mail in an inappropriate or offensive manner.
3. Students are responsible for returning a signed parental consent form before E-mail accounts will be issued.
4. Students will adhere to the STLAW Acceptable Use Policy for Computer Based Technology.

The Student E-mail system has been configured with the following constraints:

1. To conserve disk space E-mail messages will automatically be purged on approximately a monthly basis and Student E-mail accounts will be of a finite size.
2. Students should save important messages as text or word processing documents to their desired storage location.
3. To prevent the spread of computer viruses the ability of the system to send and receive attachments will be controlled.

PARENTAL AUTHORIZATION FOR SCHOOL EMAIL

With the consent of your parent/guardian, you will be provided an E-mail account for instructional use. This is a privilege extended to you to aid your learning and it may be withdrawn or modified by your teacher if it is misused. By signing this document to use school provided E-mail or a school computer you become responsible for your actions with these tools and are accountable for them.

This E-mail account is provided as a support to the instructional process and consequently any and all messages are open for review by the assigning instructor. In maintaining and securing the system, technology support personnel may also have access to the message traffic.

Follow these guidelines and apply common sense to evaluate your actions in using the system.

1. Messages will not contain profanity, obscene comments or sexually explicit materials.
2. Messages will not contain racist, sexist, religious or generation derogatory content.
3. Respect for members of the school and general community is expected and should be expressed.
4. User identity will be accurately reflected in all message traffic.
5. No virus, program, or addition will be introduced into the system, which alters its operation, destroys or damages data or renames or relocates files.
6. Passwords, or other access coeds or identifiers, are not to be shared by student users. No student is authorized to use any other person's PID, password or E-mail account.
7. Overall message volume or routing should not absorb a disproportionate amount of E-mail system resources.

ACKNOWLEDGEMENT

Print First and Last Name

Signature

Date

CONSENT

As parent/guardian I **do consent to this student being assigned an E-mail account.**

Signature

Date

As parent/guardian I **do not consent** and do not want this student to have an E-mail account.

Signature

Date
