

NAUSET REGIONAL MIDDLE SCHOOL

70 ROUTE 28

ORLEANS MA 02653

Nauset Regional School District has created email accounts for all students in grades 6-12 to allow 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*, in addition to allowing access to the wealth of collaborative tools available to students and teachers once these accounts are assigned.

No student will be assigned an email account without parental or guardian approval. The email naming convention will be YOG-last name-first initial@nausetschools.net such as the following for Johnny Jones in the class of 2015: 15jonesj@nausetschools.net

In addition, the "real" name that has been entered for the student in the system, will follow a similar naming convention—no first names will be used or appear in "from" area of any sent email.

Please fill out and return the permission slip on the back to his/her homeroom teacher by **April 30th**.

NAUSET PUBLIC SCHOOLS

Student Email Acceptable Use Guidelines

Philosophy

The Nauset Regional 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 nausetschools.net email account is housed on a Google mail server, thereby giving student access to Google Docs (word processor, spreadsheet, and presentation software) and also allowing teachers and students to share information housed in these file areas with others.

1. **Official Email Address** All students in grades 6-12 will be assigned a nausetschools.net student email account. This account will be considered the student's official Nauset email address until such time as the student is no longer enrolled in the Nauset district.

2. **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 Nauset Public Schools
- Interference with Nauset technology operations through
 - a. electronic chain letters
 - b. unsolicited electronic communications
 - c. disruption of electronic communications

3. **Access Restriction**

Access to and use of student email is considered a privilege accorded at the discretion of Nauset Public Schools. The 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.

4. **Security**

Nauset Public Schools 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.

5. **Privacy**

The general right of privacy will be extended to the extent possible in the electronic environment. Nauset Public Schools 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 nausetschools.net Google Mail system, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

These guidelines will be available on the Nauset Web site at <http://nausetschools.org/studentmail.htm>

Parent/guardian:

___ I give permission for my child to be assigned a nausetschools.net email account.

Student name: _____ HR: _____

Parent signature: _____

Student :

I agree to adhere to the guidelines stated above for use of my nausetschools.net email account.

Student signature: _____

If you have any questions or concerns, please feel free to call Kathy Schrock, Administrator for Technology, at 508-255-0016 x216 or email her at schrockk@nausetschools.org