



Book	Policy Manual
Section	Second Reading by Board
Title	DISTRICT-ISSUED STUDENT EMAIL ACCOUNT
Code	po7540.07
Status	Second Reading
Adopted	September 27, 2017
Last Revised	January 31, 2022

#### 7540.07 - **DISTRICT-ISSUED STUDENT EMAIL ACCOUNT**

Students assigned a school email 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, they shall use their school-assigned email 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.

This policy and any corresponding guidelines serve to establish a framework for students' proper use of email as an educational tool.

Personal email accounts on providers other than the District's email system may be blocked at any time if concerns for network security, SPAM, or virus protection arise. Students are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any emails or attachments to emails that originate from unknown sources.

**X ]** Students are prohibited from using any District-issued email address, or password for the District-issued email account, for personal accounts in third-party services (e.g., Facebook, X, Instagram, Pinterest, YouTube, etc.). ~~( ) without authorization from the Principal~~ **[END OF OPTION]. [END OF OPTIONAL SENTENCE]**

Students shall not send or forward mass emails, even if educationally related, without prior approval of their classroom teacher or the Technology Director.

Students may join list serves or other email services (e.g. RSS feeds) that pertain to academic work, provided the emails received from the list serves or other email services do not become excessive. If a student is unsure whether they have adequate storage or should subscribe to a list serves or RSS feed, the student should discuss the issue with their classroom teacher, the building principal, or the District's IT staff. The Technology Director is authorized to block email from list serves or email services if the emails received by the student become excessive.

~~Students are encouraged to keep their inbox and folders organized by regularly reviewing email messages and purging emails once they are read and no longer needed for school.~~

#### **Unauthorized Email**

The Board does not authorize the use of its Technology Resources, including its computer network ("network"), to accept, transmit, or distribute unsolicited bulk emails sent through the Internet to network email accounts. In addition, Internet email sent or caused to be sent to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit email to be sent to or through the network is unauthorized. Similarly, email that is relayed from any third party's email servers without the permission of that third party or which employs similar techniques to hide or obscure the source of the email is also an unauthorized use of the network. The Board does not authorize the harvesting

or collection of network email addresses for the purposes of sending unsolicited emails. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk emails or other unauthorized emails from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send email to or through the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk email, including the transmission of counterfeit email, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

### **Authorized Use and Training**

Pursuant to Policy 7540.03 - Student Technology Acceptable Use and Safety, students using the District's email system shall acknowledge their review of and intent to comply with the District's policy on acceptable use and safety by signing and submitting Form 7540.03 F1 as directed by the Director of Technology.

T.C. 1/31/22

© Neola 20214

Cross References

[po7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY](#)

[po7540.07 - DISTRICT-ISSUED STUDENT EMAIL ACCOUNT](#)

[ag7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY](#)

[ag7540.07 - STUDENTS' PROPER USE OF DISTRICT-ISSUED E-MAIL ACCOUNT](#)

[ag7544 - USE OF SOCIAL MEDIA](#)



[7540.03F1 Student Technology Acceptable Use and Safety Agreement Fillable.pdf \(174 KB\)](#)

**Last Modified by Ellen Suckow on April 23, 2025**