



NLCAH

Guidelines for Student Email Accounts

Uses for student email:

Email can be a powerful communication tool for students to increase communication and collaboration.

- Students are encouraged to check their email daily throughout the school year, as well as, weekly throughout the summer and during holiday breaks.
- Teachers may send email to their students to communicate reminders, course content, pose questions related to classwork, and such.
- Students may send emails to their teachers with questions or comments regarding class.
- Students may send emails to other students to collaborate on group projects and assist with school classes.

Student email permissions:

- Students are encouraged to email staff concerning school related content and questions.
- However, there will be no requirement or expectation for staff to answer student email outside of their regular work day, although they certainly may if they choose. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.

General email guidelines for students:

- Email is to be used for school related communication.
- Do not send harassing email messages or content.
- Do not send offensive email messages or content.
- Do not send spam email messages or content.
- Do not send email containing a virus or other malicious content.
- Do not send or read email at inappropriate times, such as during class instruction.
- Do not send email to share test answers or promote cheating in any way.
- Do not use the account of another person.

Expectation of Privacy:

- Email messages are not secure or private. Confidential information should not be sent via email.

Consequences of misuse of email:

- Violations of any guidelines referred to above, may result in restrictions, suspension, or revocation of electronic use privileges by NLCAH.
- Users violating any of these privileges and responsibilities may face additional disciplinary action as appropriate.

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information.

1. The school will not publish confidential educational records (grades, student ID #, etc...) for public viewing on the Internet.
2. The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
3. Parents may request that photos, names and general directory information about their children not be published.
4. Parents have the right at any time to investigate the contents of their child's email and Apps for Education files.

FERPA <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

I agree to uphold the standard for Email use policies and guidelines set by NLCAH.

Student Name (print)

Student Signature

Date

Parent Signature

Date