

St. Athanasius Student Email Acceptable Use Policy

Email is a vital form of communication in the modern school, business world, and home. St. Athanasius School will provide students in grades 3-8 with monitored email accounts for the purpose of facilitating teacher-student communication and participation in web-based classroom activities. The goals of the school are to provide a needed tool for more effective and meaningful classroom instruction, and to ensure that this tool is used in a safe and ethical manner. St. Athanasius student email will comply with the Children's Internet Protection Act through the use of active faculty monitoring.

Student email accounts are intended for educational purposes only. Parents will have access to student account information and are encouraged to monitor their children's use of the accounts. Failure to comply with the acceptable use policy of St. Athanasius School by students can result in restrictions being placed upon the accounts, loss of access and possible disciplinary consequences.

- 1. Account security and safety.** It is the responsibility of the students to maintain the confidentiality of the student email account information. Students will not share usernames, passwords, or other account information. Students will report any possible unauthorized use of their accounts to a teacher, or administrator immediately. Cyber-bullying and harassment will not be tolerated. Students are expected to report any suspicious or threatening communication immediately. Students will not use email to share personal information, such as full names, locations, family information, phone numbers, etc.
- 2. Student use guidelines.** Student email accounts are to be used for the following purposes only:
 - Teacher-student correspondence.
 - Accessing/submission of classroom assignments or materials.
 - Creation of accounts for classroom web-based tools as directed by a teacher.
 - Correspondence with the students/partners in collaborative class activities (e.g. pen pals).

Students **may not** use email accounts for:

- Unauthorized personal communication.
 - Bullying or harassment of other students.
 - Forwarding of chain email, spam, or commercial content.
 - Sending inappropriate or immoral content language.
- 3. Privacy.** St. Athanasius School student email accounts are the property of St. Athanasius School. Students should expect to be subject to monitoring at all times and should not expect any emails to be private. Additionally, active software-based filtering will monitor student email for content and dangerous/malicious programs.

4. Parent access to student accounts. St. A's values parents' roles in educating their students and wants to facilitate open communication and participation between schools and families. Parents may, at any time, request and receive student email usernames, passwords and access information. Email accounts may be accessed via any Internet-enabled computer or device, and parents are welcome and encouraged to participate in educating their children in safe, proper, and ethical use of email communications.

5. Consequences of violation of acceptable use policies. Students who violate St. A's policies with regard to acceptable use of student email accounts are subject to any of the following:

- Restrictions placed upon accounts
- Temporary or permanent loss of access to student email accounts.
- Disciplinary action as determined to be appropriate by the technology coordinator and the principal.

6. Liability limitations. Student email accounts are administered through a 3rd party company. As such, St. A's is not responsible for message, attachments, stored files, etc. which may become lost or damaged. Students are encouraged to back up important information in a suitable, offline storage device.

Please detach and return this signed sheet to your Cohort Teacher

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As a user of a St. Athanasius school email account, I hereby agree to comply with all the conditions and rules of use outlined in the St. Athanasius Student Email Acceptable Use Policy. I also agree to report any instances of abuse of these conditions and rules, which I observe by others, to a teacher, or the school technology coordinator. I understand that violation of these conditions and rules may result in disciplinary action and/or the revoking of my privileges.

Student Name: _____

Signature: _____

Parent or Guardian Name: _____

Signature: _____

Date: _____