



## **Student Email Guidelines**

### **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 at least once per day.
- Teachers may send email to their students to communicate reminders, course content, pose questions related to coursework.
- Students may send email to their teachers with questions or comments regarding class.
- Students may send email to other students to collaborate on group projects and assist with school classes.

### **Student Email Permissions**

Our email system manages whom email messages can be sent to and whom they can be received from.

- Students in grades 6-12 can email other students in grades 6-12 and all faculty and staff.
- Students in grades 6-12 cannot email elementary students, parent accounts, anyone outside of the Vista Unified School District domain (vistausd.org), or any of the district mailing lists (this also means student email cannot be forwarded to non-school personal accounts).
- Students in grades 6-12 cannot receive email from outside of the domain (vistausd.org).
- Elementary students can email all faculty and staff.
- Elementary students cannot email other students, parent accounts, anyone outside the domain, or any of the district mailing lists.
- Elementary students cannot receive email from other students, or from outside the domain.

### **Student Emails to Staff**

- Students are encouraged to email faculty and 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**

The student Acceptable Use Agreement covers email as well as other technologies. Below is a general summary of guidelines related to email.

- 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.

### **From Administrative Regulation 6163.4: Student use of Technology**

*The district reserves the right to monitor use of the district's systems for improper use without advance notice or consent. Students shall be informed that computer files and electronic communications, including email, are not private and may be accessed by the district for the purpose of ensuring proper use.*

*Whenever a student is found to have violated Board policy, administrative regulation, or the district's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.*

### **From Board Policy 6163.4: Student use of Technology**

*Before a student is authorized to use the district's technological resources, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.*