



Book	Policy Manual
Section	For Board Review - Vol. 34, No. 1
Title	DISTRICT-ISSUED STUDENT EMAIL ACCOUNT
Code	po7540.07 - New to Ripon; Reviewed by Travis
Status	

7540.07 - **DISTRICT-ISSUED STUDENT E-MAIL ACCOUNT**

Students assigned a school e-mail 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 e-mail 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 student's proper use of e-mail as an educational tool.

Personal e-mail accounts on providers other than the District's e-mail system

~~(→)~~ may be blocked at any time

~~(→)~~ shall be blocked

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 e-mails or attachments to e-mails that originate from unknown sources.

~~[→]~~ 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 e-mails, even if educationally-related, without prior approval of their classroom teacher or the

~~(→)~~ Technology Director.

~~(→)~~ site administrator (principal)-.

~~(→)~~ _____ **[other]-**

Students may join list serves or other e-mail services (e.g. RSS feeds) that pertain to academic work, provided the emails received from the list serves or other e-mail services do not ~~(→)~~ become excessive ~~(→)~~ exceed the students' individual e-mail storage allotment. 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 a classroom teacher, the building principal or the District's ~~(→)~~ Technology Director ~~(→)~~ IT staff. The

(x) Technology Director

~~(→)~~ site administrator

(-) _____ [other]

is authorized to block e-mail from list servs or e-mail services if the e-mails received by the student ~~(x)~~ becomes excessive ~~(x)~~ regularly exceed _____ () megabytes.

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

Unauthorized E-mail

The Board does not authorize the use of its Technology Resources, including its computer network ("network"), to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail 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 e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send e-mail 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 e-mail, including the transmission of counterfeit e-mail, 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 e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use and safety.

Furthermore, students using the District's e-mail system shall satisfactorily complete training ~~(x)~~, pursuant to Policy 7540.03 - Student Technology Acceptable Use and Safety, regarding the proper use of e-mail ~~(x)~~ annually.

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