

Student E-mail Guidelines

The Westport Public Schools ("District") provides electronic resources for students in grades K-12, including Gmail accounts to be used to access the District's G-Suite, which is an integral part of the curriculum. The District's expectations for behavior and language in the use of these Gmail accounts must be consistent with classroom standards. *The guidelines listed below are intended to govern the use of District-provided Gmail account and G-Suite whether the account is accessed in or outside of the school environment or on school-owned, public, or personal computers.*

Proper Use of District-provided Gmail

- Students should use their E-mail accounts to communicate with their classmates, teachers, or other school community members about school related topics only.
- While students can E-mail teachers throughout the District, they should not expect teachers to E-mail assignments to them or to provide private tutoring through E-mail.
- Students should not ask for or respond to E-mails requesting personal information not related to a school project.
- Parents should not use their children's accounts as a way of communicating to their children's classmates, teachers, or other members of the school community.

Account Capabilities

- All accounts will be accessible from both inside and outside the school network. All accounts will be password protected.
- Accounts for grades K-5 will be "closed" accounts. Students with closed accounts can E-mail students and staff within the District, but they cannot receive or send E-mails from outside the system.
- Students in grades 6-12 will have the option of forwarding school E-mails to a personal account of their choice. It is the student's responsibility to maintain the personal account and password. It is also the student's responsibility to update the forwarding address if they change their personal account provider. **Once a student forwards E-mail from their district account, the District is no longer responsible or liable for misuse of information, loss of confidentiality, or loss of information.**
 - The ability of the Westport Public Schools to protect privacy does not extend outside of District-provided accounts. Therefore, parents agree that the District is not liable for any threatening, defamatory, obscene, offensive, or illegal content received from any other party, nor is it liable for any infringement of another's rights that may occur.
 - The District has no ability to retrieve or recover E-mail once it is forwarded outside of the District's network.
 - If a student chooses to respond directly from his/her personal account, the District is not able to, nor responsible for, archiving the forwarded E-mail. Nor is the District responsible any longer for protecting the privacy of the student's personal E-mail address.
- These accounts are provided as is, with size limits, attachment limits, and uniform features. The District reserves the right, at its discretion, to update the software or add additional features.
- All incoming E-mail will be filtered for. While the District utilizes filtering, no filtering mechanism is foolproof. There remains the possibility, however slim, that despite these safeguards, a student may access material that parents and/or District officials might find inappropriate.
- As the owner of the computer systems, the District reserves the right to monitor its computer systems to ensure that they are being used in accordance with the Acceptable Use Policy and related Administrative Regulations. The Superintendent reserves the right to terminate any individual's use of the District's computer systems. ***Misuse of the computer systems resulting in violations of these guidelines will be treated in accordance with existing procedures, and the Board's policy regarding Exclusion of Students.***
- *Students must understand that the District has reserved the right to conduct monitoring of these computer systems and can do so despite the assignment of passwords to individual students for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user.*

Student Responsibilities

- Students are entirely responsible for the confidentiality of their E-mail accounts, passwords, personal information, and for any activities that occur in the use of their accounts.
- Students should have no expectation of privacy when using district-provided E-mail accounts.
- The student agrees to notify his/her teacher or principal immediately if any unauthorized use is made of his/her District-provided E-mail account.
- The student agrees to report immediately to his/her teacher or principal the receipt of any unwanted or inappropriate E-mails from Westport School District employees.
- Most importantly, the District urges *any* student who receives *any* harassing, threatening, intimidating, or other improper message through the computer systems to report it immediately. It is the District's policy that no student should be required to tolerate such treatment, regardless of the identity of the sender of the message.
Please report these events!
- While E-mailing, students are responsible for following all parts of the District Acceptable Use Agreement.

Parents: *I have read and discussed with my son or daughter this document, and I give permission for him or her to use the Westport Public School District E-mail system. I understand that E-mail access is conditional upon adherence to the Acceptable Use Agreement. Although students are supervised when using these resources in school, and their use is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials and I may consider inappropriate or not of educational value.*

Print Student's Name: _____

Student's Signature: _____ **Date:** _____

Print Parent's Name: _____

Parent's Signature: _____ **Date:** _____

*** STUDENTS MAY NOT RECEIVE AN E-MAIL ACCOUNT UNLESS THE ACCEPTABLE USE AGREEMENT AND THIS AGREEMENT ARE SIGNED AND RETURNED TO THE PRINCIPAL.**