

MADISON LOCAL SCHOOL DISTRICT

Student Email Guidelines

Uses for MLSD 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 classwork, and other class related items.
- Students may send email to their teachers with questions or comments regarding class or to turn in an assignment.
- Students may send email to other students to collaborate on group projects and assist with school assignments.

Student Email to Staff

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 workday, 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 Policy 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.

Consequences

Use of the computer network, email and Internet is an integral part of research and class work, but abuse of this technology can result in loss of privileges. Students who misuse the computer network, email or the Internet may lose their access privileges and may face additional disciplinary or legal action. The length of time for loss of privileges will be determined by building administrators and/or other staff members.