

Chippewa Valley Schools Student Email Guidelines

Chippewa Valley Schools recognizes that electronic mail (email) is a valuable communication tool that is widely used across our society. We believe that, by providing you with an CVS email account, you will have access to a powerful communication tool that will promote student-to-student and faculty-to-student collaboration and improve the efficiency and effectiveness of your work.

Email messages are not confidential and are considered public documents accessible to other parties under the Freedom of Information Act and other laws. Copies of all sent and received emails are sent to a separate account for review and retrieval by designated school officials.

The following guidelines are provided to assist students in the effective use of email.

Uses for student email:

- You are encouraged to check your email at least once per day.
- Teachers may send email to you to communicate reminders, course content, pose questions related to classwork and such.
- You may send email to teachers with questions or comments regarding class.
- You may send email to other students to collaborate on group projects and assist with school classes.

Student email permissions:

- It is expected that you will use email primarily to connect with other students and staff. However, you can also use your Office 365 account to communicate with individuals and organizations outside the schools' email system.

Student emails to staff:

- You are encouraged to email staff concerning school-related content and questions.
- However, there will be no requirement or expectation for staff to answer your email outside of their regular workday, although they certainly may if they choose. For example, an unanswered email to a teacher would not excuse you from turning in an assignment.

General email guidelines for students:

- 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.

General email guidelines for students - cont'd:

- Do not send or read email at inappropriate times, such as during class instruction unless authorized by the teacher.
- Do not send email to share test answers or promote cheating in any way.
- Do not use the account of another person.

How student email is monitored:

- All sent and received email messages are monitored.
- At any time and without prior notice, Chippewa Valley Schools reserves the right to monitor, inspect, copy, review, and store any and all email correspondence. Because email activity is considered public domain, no one (including staff) should have any expectation of privacy regarding such materials.

Consequences of misuse of email:

- Email is an integral part of research and class work. However, abuse of this technology can result in loss of privileges. Students who use the email system inappropriately may lose their access privileges and may face additional disciplinary or legal action.

Log into your Office 365 account at:

<http://office365.cvs.k12.mi.us>