The district will provide each student with an email address that is to be used for school-related purposes only. The email is web-based and can be accessed through the student home page. They will use their school-assigned user name and password to logon.

Every email will be archived, just as the district does for employees. We can block sites from which students get email (like Facebook, MySpace, etc.). However, we cannot filter the email for inappropriate content. We will be spot-checking all student email on a regular basis.

It is important that before having students use email in the classroom, each teacher discuss appropriate use, emphasizing the following:
- This email is to be used for school purposes only. This includes emailing teachers, students, and professionals regarding student work and using the address to sign up for various school-related Web 2.0 sites.
- Do not use this email address for purchasing online, making connections that are not related to school, etc.
- Using email for illegal purposes – sending threats, identity theft, etc. may be a federal offense. Those emails will be turned over to the appropriate authorities.
- The use of this email falls under the Acceptable Use Policy Guidelines, which each student has signed. Failure to use this appropriately could result in disciplinary action.
- This is an educational organization. Therefore, students should send emails that are professional in nature. They should use full, complete sentences, proper spelling and grammar, and appropriate tone.

Should a student be found to have inappropriately used the email system, the email will be turned over to the building administration. Depending on the situation, the student may lose email privileges, receive detention or suspension, or be turned over the appropriate authorities.