



Carroll County Schools
Instructional Technology Initiative: Using Student Emails
Policies for Student Use

Electronic Communication is becoming commonplace in higher educational institutions and the workplace. For this reason, Carroll County Schools believes allowing students access to email helps prepare them to be globally competitive, college and career ready graduates.

Email Policy

- All student Electronic Mail (email) accounts are property of the Carroll County Board of Education.
- Email activities must comply with Carroll County Schools Board of Education Policy (Internet Access) (Descriptor Code: IFBGE).
- All student accounts will be removed from the system on September 1 following graduation. Student accounts will also be removed from the system after the student leaves the school district.
- Middle School students will have the ability to email students and teachers inside the Carroll County Schools Domain. High School students will be allowed to email anyone.

Internet Safety Education

- In the interest of safety, the District shall educate students and/or parents about appropriate online behavior, including cyberbullying awareness and response, and interfacing on school networking sites.
- Internet Safety Awareness lessons will be offered to middle school students during advisement.
- Parents will receive a copy of the Student Email Policy and Procedures in the Student Handbook.

Archival - Retention Policy

- The District will maintain an active archive of all email correspondence to or from Carroll County Schools' Student Accounts.

User Responsibility and Liability

- Use of the District's email system is a privilege. Access can be revoked due to infractions.
- The user accepts all responsibility to understand the policy.
- It is the responsibility of the student to protect their passwords. The student will be held responsible for emails sent from their accounts.

Limited Expectation of Privacy

- Students should have no expectation of privacy when using the electronic mail systems.
- The District retains control, custody and supervision of all emails and internet activity and stored records by students.
- All student accounts will be marked with the following disclaimer:
The Carroll County School System provides email services to students for academic and school related purposes. All emails are archived and can be recovered and examined as needed, even if they are deleted by the user. All communication should be viewed as public record.

Prohibited Uses

- All illegal or other improper uses of the electronic mail system will be defined by the district and/or school administrators. Improper uses include, **but not limited to**, pornography, obscenity, harassment, solicitation, gambling, cyberbullying and violating copyright or intellectual property rights are prohibited.

Consequences of Misuse

- When issues arise, the Technology Department will deal directly with the student, school administration and/or parents/guardians. Improper use of the system will result in discipline, restitution and/or revocation of the student email account. Illegal activities on the system will be referred to law enforcement authorities for appropriate legal action.