



Douglas County School System Student Email Guidelines

- The School District maintains email accounts to facilitate teacher/student communication and to educate students to use e-mail in a responsible and appropriate manner. The District reserves the right to view, delete, block or filter email messages that are deemed inappropriate or unrelated to the District's educational mission.
- Students are encouraged to check email daily.
- Email should only be used for educational purposes.
- Do not send harassing or threatening emails. Students are not to discuss other students in emails.
- Do not send jokes, chain letters, commercial solicitation or spam.
- Do not send messages including profane language or inappropriate images.
- Please remember that email is not confidential, and there is no right to privacy. Assume that everything you put in any electronic format is permanent. Even if you delete the content or your account, anyone on the Internet can easily save, print or forward photos, text or videos to a computer or the information may be stored on another server.
- Do not share your passwords with anyone.
- Use "strong" passwords that you can remember and do not write them down. The strength of a password is a function of length, complexity, and unpredictability. A strong password generally is greater than six characters in length and contains at least one uppercase letter, one number, and one symbol (i.e. Pa\$sW0rd).
- Do not respond to any emails requesting personal information. Emails from unknown senders should be treated with caution. Do not respond to unsolicited emails.
- Inform your teacher immediately if you receive an email message that bothers or frightens you.
- Email can be an integral part of communication, research and classwork. Inappropriate use of this technology will result in disciplinary action.