

E-mail Rules & Procedure for Anderson County Students

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1. Purpose

All use of e-mail within the ACS School District and your e-mail address is subject ACS Board Policy. The purpose of this document is to supplement Board Policies concerning the use of student e-mail, the ACS Student Acceptable Use Policy, and all copyright laws. Student e-mail communication is a privilege and not a right. Students not following the procedures outlined in this document will lose the use of their e-mail account. This document will address...

- highlighting legal issues relating to the use of e-mail
- defining procedures in relation to student e-mail accounts
- outlining the procedures for monitoring ALL student e-mail.

It is important to note that this document applies not only to ACS student e-mail accounts but to any e-mail or other electronic messaging services (e.g. external e-mail accounts, newsgroups, web-based discussion forums, etc.) accessed via a computer connected to the district network.

Students will be given a full MS Exchange e-mail account, web mail, including inbox, calendar, contacts, notes, and tasks. Students will access their e-mail account from the link

off the ACS website, top right of the main page. For more information / directions on the use of MS web Exchange e-mail [click here](#).

2. Use of E-mail Accounts

E-mail is the most efficient and cost-effective way for students to communicate and store educational content. It is therefore the preferred means of communication except in a few situations where it is inappropriate (these are described in 2.4.1 below).

Students may use e-mail to communicate **ONLY** with ACS teachers and students. **Student e-mail in ACS is a full e-mail account, but students will only be able to send and / or receive messages from other ACS students and teachers.** Students will be able to access their e-mail account anywhere there is a connection to the Internet, but again, they will only be able to send and or receive e-mail communications from other ACS students and staff.

2.1. Sending E-mail

While many students have e-mail accounts with outside mail systems, the lack of guaranteed levels of service on such accounts and the fact that they may be blocked or terminated without notice makes them unsuitable for use in relation to a student's studies. Also, mail sent from a ACS Student e-mail address provides assurance that the sender is in fact a student of the ACS. Again, student e-mail in ACS is for **ONLY** ACS students and staff. It is a closed network, students will not be able to e-mail parents, or other non ACS students. This level of security allows ACS to offer e-mail communications to our students in a secure manner.

2.1.1. Students are expected to use their ACS Student e-mail account for all e-mail relating to their studies, and not to use other e-mail accounts for this purpose. Students will only be able to access their ACS Student e-mail account while at school. It is a violation of School Board Policy to access other e-mail accounts while attending ACS. (Refer to the AUP, Student Code of Conduct, 2009-2010 SY.)

2.2. Checking E-mail

2.2.1. Students who use e-mail are expected to check their e-mail account on a regular basis.

2.2.2. Students who are unable to do so for any reason should make their Instructor aware of this, to ensure they do not miss important information.

Since a student e-mail account can be accessed from anywhere on the Internet, students working away from school should not have any difficulty accessing their ACS student account, and there should normally be no need for other arrangements. Although, technically, it is possible to forward messages from a ACS student account to an external account, this is strongly discouraged. Students who ignore this advice **do so at their own risk**, and the district can accept no responsibility for such action.

2.3. External E-mail Accounts

2.3.1. Teachers will only read and or accept e-mail communications sent from an ACS Student e-mail account.

A message from a ACS student e-mail account guarantees that the sender is a student of the ACS district and authenticates the identity of the sender.

3. Unacceptable Use

The term "unacceptable use" is used here to refer to any use which could lead to disciplinary action.

3.1. Unauthorized access

E-mail services are provided to registered students exclusively for their own personal use.

3.1.1. The following constitute unauthorized forms of access to the district's student e-mail server and will be subject to disciplinary action:

- a) permitting anyone else to send e-mail using the username or e-mail address you have been given;
- b) sending e-mail using another user's username or e-mail address; and
- c) attempting to disguise the e-mail address from which your message is sent or the identity of the sender

The first two of these also render the user liable to prosecution under applicable laws.

Note that infraction of 2.1.1.a may arise not only from deliberate action but also from negligence: leaving yourself logged in at a computer in a public area after you have finished using it, makes your username and e-mail account publicly available. For this reason, disciplinary action may be taken against any user who compromises the security of the system by failing to log out after using a district computer.

3.2. Unauthorized purposes

Although student e-mail accounts are primarily intended for use in connection with their education, personal, non-academic use of these accounts is acceptable, subject to a small number of restrictions.

3.2.1. The following activities are not permitted in relation to student e-mail accounts or any district computers and could lead to disciplinary action:

- a) private commercial use of the district's computer and e-mail facilities;
- b) use of computers in the Library, Tech Centers and classrooms for personal e-mail at times when the servers are busy;
- c) use of district computers to print copies of personal e-mail messages; and
- d) sending unsolicited mail to multiple recipients.

Students are not permitted to use the district's computer or e-mail to work for a commercial employer, or for personal business activities. However, use in job-seeking is acceptable. Students who need e-mail for commercial purposes will need to have their own computer, Internet connection, and a non-district email account. If you are unsure whether a particular use is permissible or not, contact the Office of Technology.

The printing facilities in the district / school are solely for the purposes of academic work. Printing out personal e-mail messages will therefore be regarded as a misuse of district resources, and will be subject to disciplinary action.

3.3. Improper Content

Students are expected to ensure that their use of e-mail does not give rise to criminal or civil proceedings and should note that a number of classes of content are classed as "improper" for this reason.

2.3.1. It is a disciplinary offense to send from a district e-mail account or from a computer connected to the district network any e-mail or other electronic message which is:

- a) Defamatory
- b) Obscene
- c) Racist
- d) Sexist
- e) Bullying or Harassment
- f) Threatening

3.3.2. It is a disciplinary offense to send from a district e-mail account, or from a computer connected to the district network, any e-mail or other electronic message which:

- a) constitutes racial or sexual harassment, or
- b) might cause unnecessary distress to the recipient.

An e-mail message is, for legal purposes, treated as a publication, and is therefore subject to all the normal legal restrictions on publication, including copyright protection. Forwarding a message without permission could be construed as a breach of copyright.

3.3.3. It is a disciplinary offense to include copyrighted material in an e-mail message without the permission of the copyright holder

Of course, permission need not be sought where a message obviously contains information intended for forwarding or for wider dissemination, or where the original message was posted to a publicly accessible forum. Note that the district's disciplinary procedures may be invoked in such cases regardless of criminal or civil proceedings.

3.4. Unsuitable purposes

E-mail is not suitable for every purpose. Misaddressing may result in apparent non-delivery of the message. Proof of sending an email does not constitute proof of receipt by a deadline, which is mandated by coursework requirements.

Students should therefore note that:

3.4.1. Coursework which constitutes a formal part of student assessment may be submitted by e-mail only where

- a) this is specifically permitted or required by the course instructor and
- b) the submission procedure adheres to the published protocol for the electronic submission of coursework approved by Departments.

3.4.2. Submitting by e-mail a piece of coursework, or any work which constitutes a formal part of student assessment, under any circumstances other than those specified in 3.4.1 is strongly discouraged, and is done entirely at the student's own risk.

The district accepts no responsibility for the non-delivery or late delivery, for whatever reason, of coursework sent via e-mail, except under the provisions of paragraph 3.4.1. **The OOT cannot respond to requests from students to provide proof that a particular message with a coursework**

assignment was sent at a particular time. Students should assume that submitting work by e-mail except under the protocol referred to in 3.4.1 will not meet course requirements.

3.4.4. The following are not normally appropriate for e-mail:

any correspondence in a disciplinary matter or other formal dispute with the district.

4. Privacy, Monitoring, Student E-mail Archiving, and Searching Archives

"Because all technology hardware, software, and bandwidth in the district belongs to ACS, our users have no reasonable expectation of privacy, including the use of email communications and data stored on district owned hardware. ACS archives all non-spam emails sent and/or received on the STUDENT archiving server for a minimum of 12 months. After the set time has elapsed, email communications may be discarded unless notification of pending litigation or other good cause exists for retaining email records."

4.1. Monitoring

The ACS back-up solution (Jatheon Archiving Server) not only saves and archives e-mail and data for the Anderson County School System on a daily basis, the system also allows for e-mail retrieval, search, and review by the Director of Schools, Director of Technology, and the ACS Networking Staff. ALL messages are archived, even if deleted by the user. ALL student e-mail messages, files, attachments, calendar appointments, contacts, and notes can be read by the Director of Schools, the Director of Technology, the Office of Technology Network Coordinator, and the school principal if necessary. **NO e-mail message in ACS should be consider as private as explained above.** It is the responsibility of the user to remove e-mail communications from their inbox on a regular basis throughout the school year.

All e-mail communication is subject to search and is the property of the Anderson County School system. Deleting e-mail from your inbox does not delete the e-mail from the ACS server and the ACS back-up copy. Once an e-mail has been sent and / or received in your inbox, the e-mail WILL become part of the archived copy. There is nothing ACS can do to remove messages from the archival copy... that would be a violation of the ruling. (Deleting electronic communications has been compared to "virtual shredding" by Alvin F. Lindsay, a partner with Hogan & Hartson, when he was interviewed my eSchoolNews in 2007.)

4.2. SPAM Filter

ACS has placed a spam filter online called *Barracuda* to help limit the amount of spam our users receive. ACS will never prevent all spam e-mail; however, we will do all that we can to keep spam e-mail to a minimum. Students should simply delete any spam e-mail sent to their inbox remembering to never reply to a spam message.

4.3. Illegal Content

ACS students should store only legal and professional content in their e-mail, free from illegal data, student personal information, and identifying numbers (Ex: SS#, etc.) ACS students should never include information in an e-mail concerning a student or employee who would identify or highlight any type of personal, professional, or educational information... in other words, DETAILS of an event, grade, or assignment.

4.4. Refusal of Delivery

In order to protect the district's computer systems, systems staff may put in place appropriate automated measures to prevent the delivery of e-mail messages which appear to represent a security threat.

5. Termination of Accounts

For all students, access to their ACS Student e-mail account is closed on the date on which they graduate or leave the district.

6. Infringements & Complaints

Any use of e-mail which appears to be unacceptable in the terms of this document or which in any other way appears to contravene district rules may give rise to disciplinary action.

Misuse of student email should be reported immediately to the school principal or his / her designee.

Were a complaint is received which relates to a message sent by a student of the ACS District, the Principal, Director of Technology, Network Coordinator, or the Director of Schools will institute investigation and refer the matter for disciplinary action, if warranted.