



## Administrative Regulation 5007 STUDENT E-MAIL

**Responsible Office:** Office of Information Technology

### **PURPOSE**

This administrative regulation establishes protocols related to the issuing and use of e-mail and e-mail accounts by students in the Washoe County School District ("District" or "WCSD").

### **REGULATION**

#### 1. Ownership of Account

- a. All student e-mail accounts provided to students by the District are, without limitation, the property of the District. E-mail and all other network activities must comply with all District policies, regulations and procedures, to include the Administrative Regulation 7511, Responsible Use and Internet Safety, as well as all applicable state and federal laws and regulations.

#### 2. Student Access

- a. The District provides students access to Microsoft's Office 365 environment (Office 365). Office 365 includes software and web based programs providing e-mail, word processing, spreadsheet and presentation development, conferencing, calendaring, storage, and collaboration tools for District students and staff.
- b. Office 365 utilizes the washoeschools.net and washoeschools.org domains which are owned by the District and are intended for educational use only.

#### 3. Internal E-Mail Access

- a. Each student will be assigned an official District e-mail account upon their enrollment. That account will remain the same, and retain the same username throughout his/her career at the District. A District assigned student e-mail account is an official means of communication for District staff with students.
- b. Students with **internal only** access will only be able to send e-mails to, or receive e-mails from, another individual with an @washoeschools.net or @washoeschools.org e-mail address. Such students will not be able to communicate with anyone outside the District using this email address.

- c. Parent/guardian consent shall not be required for a student to receive an internal email address.
4. External E-Mail Access
  - a. When granted **external** access, a student will be able to send e-mails to, or receive e-mails from, an individual within the District and/or an individual outside of the District using this email address.
  - b. For external access, parental/guardian consent will be active. The parent/guardian must affirmatively consent to the student's external access before he/she will receive access.
  - c. Schools opting to provide external email access to students must seek active consent from parents/guardians for all students attending school. (See Administrative Form 5008, Student External Email Permission Form) The Office of Information Technology will enable external email access for that school upon receipt of a list of students who have not obtained active parent/guardian consent for access to an external email account.
5. General
  - a. Student access through e-mail will be monitored and adjusted based on academic needs at schools. For example, external e-mail access may be deemed necessary for high school students to communicate with colleges and/or potential employers.
  - b. To protect the District's network, automatic email forwarding shall be disabled for all email accounts. Users will be able to forward individual emails in accordance with their level of internal/external access.
6. Availability and Use
  - a. Office 365 is available at school and at home via an Internet connection.
  - b. Although e-mail from known inappropriate sites shall be blocked by the District, there is a possibility that students may be exposed to inappropriate content, particularly if a student intentionally misuses his/her e-mail account.
  - c. Student use of Office 365 shall be in accordance with the District's Responsible Use regulation. The District may monitor student use of the District's network and technology, including Office 365. This includes student use of the District's Office 365 platform when students are not at school. Parents/guardians are responsible for monitoring their child's use of Office 365 when gaining access from home. Students are responsible for their own behavior at all times.

- d. Additional details and information regarding student online security within the Office 365 environment can be found at: <http://trust.office365.com>.
- e. Teachers and site administrators will determine how electronic forms of communication and collaboration (e.g. e-mail, sharing of documents and other content, etc.) will be used in their schools and classrooms.
- f. District e-mail communications and collaborative tools should be used solely to meet the academic and administrative needs of the District and are not intended or issued for personal use.

## 7. E-mail Privacy

- a. Electronic mail and all other electronic communications sent or received through the District e-mail system, or through any Office 365 or District-provided communication/collaboration tool, should not be considered confidential.
- b. Although the District does not make a practice of monitoring individual students' electronic mail, the District reserves the right to filter and retrieve the contents of user mailboxes for legitimate reasons, such as finding lost messages, conducting internal investigations, investigating cyberbullying or suspected cyberbullying incidents, when there is reason to believe that violations of the law or of District policies have taken place; or to assure consistency and reliability of service and recover from system failure.
- c. System administrators may create and use filters to scan for and block or eliminate viruses and malware and/or e-mails that do not abide by state and federal laws and regulations, to include the Children's Internet Protection Act (CIPA), and District policies and regulations (e.g. "spam" communications, obscene e-mail, attempts by adults to lure students into dangerous situations, and any other items that could pose a threat to individuals or the electronic systems of the District).
- d. Students should take care to send messages only to the intended recipient(s). Particular caution should be taken by all users when using the "Reply" vs. "Reply All" command during e-mail correspondence.
- e. The District will comply with access requests from local, state, or federal law enforcement agencies when presented with a warrant.

## 8. Account Information and Responsibilities

- a. All students will have access to an official District e-mail address. This will be the only formal e-mail address for all communication between students and staff of the District. **THIS IS THE ONLY AUTHORIZED E-MAIL**

ADDRESS FOR STUDENTS. Accounts from third party providers, to include, but not limited to, Gmail, Outlook.com, or Zoho, are not allowed and should not be issued by schools or teachers, and should not be used to communicate with students.

- b. All District students are responsible to become familiar with the contents of this regulation and the companion Responsible Use regulation, and any other applicable policies, regulations or rules of the District or school.
- c. Infractions will be addressed in accordance with Board Policy 5100, Student Behavior, and the Student Behavior Matrix. The student e-mail account may be suspended or removed from the system as a result of these actions. Failure to comply with the procedures may lead to serious consequences, up to and including legal action depending on the seriousness of the matter.
- d. The District may deny or revoke access to its electronic mail services and may inspect, monitor, or disclose electronic mail to appropriate authorities when required by, and consistent with local, state, and/or federal law.
- e. Access to the student e-mail account will be removed from the system after graduation, or upon withdrawing from the District.
- f. The format for these official e-mail addresses is as follows:
  - <student ID#>@washoeschools.org
  - (123456@washoeschools.org)
- g. Individual users assume full responsibility and accountability for their actions and mailbox when using District systems. The use of these systems by individuals at the District assumes and implies compliance with this procedure, without exception, and every user of the e-mail system has a duty to ensure they practice appropriate and proper use and must understand their responsibilities in this regard.

## 9. Support

- a. E-mail account support will be handled by the Office of Information Technology during regular school and business hours.
- b. The Office of Information Technology cannot provide support for personal devices. This includes connecting to the wireless, troubleshooting access or application issues on an individual's personal device, or e-mail/calendar syncing issues.

- c. Users should consult their carrier's website for the model phone or device as most, if not all, have online support for connecting to the District's email services.
10. Retention. Student emails will be retained and/or destroyed in accordance with the District's document retention schedules.
11. Disclaimer and Waiver. The District is not liable for any loss or damage to an individual's personal device based on his/her decision to use it on District property. This includes physical damage or loss as well as any problems caused by malware which may be encountered during normal use. The safety and security of the user account is the responsibility of the user.

### **DESIRED OUTCOMES**

1. Through this Administrative Regulation:
  - b. Staff and students shall utilize the District's e-mail system to enhance education and learning in the classroom and for educational purposes outside the normal school day.
  - c. 21<sup>st</sup> Century teaching and learning shall be enhanced for staff and students through access to e-mail and digital communication and collaboration tools.

### **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This Administrative Regulation reflects the goals of the District's Strategic Plan and aligns with the governing documents of the District, to include:
  - a. Board Policy 7200, Digital Learning
  - b. Board Policy 5100, Student Behavior
  - c. Administrative Regulation 7211, Responsible Use and Internet Safety
  - d. Administrative Regulation 5810, Use of Personal Electronic Devices by Students – Prohibited Conduct
2. This Administrative Regulation complies with state and federal laws and regulations to include:
  - a. Children's Internet Protection Act (CIPA)
  - b. Children's Online Privacy Protection Act (COPPA)

**REVIEW AND REPORTING**

1. This administrative regulation shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board of Trustees shall receive notification of any required changes to the guiding policy as well as an audit of the accompanying governing documents.
2. Additional administrative regulations and/or other associated documents may be developed as necessary to implement and support this administrative regulation.

**REVISION HISTORY**

Date	Revision	Modification
10/26/2016	1.0	Adopted
11/27/2017	2.0	Revised – changed acceptable use to responsible use