

# Student Email Use Procedures

**Students are expected to follow the Acceptable Use Policy and all of its implications. Utilizing O365 has a number of benefits for the students & teachers in Richmond County School System. These benefits also have huge responsibilities, and each student is expected to conduct themselves in an appropriately while utilizing his/her account.**

These guidelines are intended to help you make the best use of the electronic mail facilities at your disposal. You should understand the following:

1. The school district provides electronic mail to students to enable them to communicate effectively and efficiently with members of staff, participate in collaboration with other students, and correspond with partner organizations.
2. When using the school's electronic mail you must comply with the following guidelines:

## **DO**

1. Do check your electronic mail daily to see if you have any messages.
2. Do use email for school-related communication only.
3. Do delete electronic mail messages when they are no longer required.
4. Do respect the legal protections to data and software provided by copyrights & licenses.
5. Do protect your password and keep it in a safe place.

## **DO NOT**

1. Do not send harassing, offensive, or threatening email content. This will be **immediate** cause for severe disciplinary action.
2. Do not send email containing a virus or other malicious content.
3. Do not send or read email at inappropriate times, such as during class instruction.
4. Do not send email to share test answers or promote cheating in any way.
5. Do not use the account of another person.
6. Do not sign up for any advertisements or promotions using your student email account.
7. Do not use your student email account for anything that does not pertain to educational purposes.

## **Student Email Permissions**

1. Office 365 Email system controls whom email messages can be sent to and whom they can be received from.
2. HS students can email HS students, MS students can email MS students, and both can email all staff.
3. HS and MS students cannot email elementary students or anyone outside the school domain.
4. HS and MS students cannot receive email from outside the school domain.
5. Elementary students can email other elementary students and all staff.
6. Elementary students cannot send or receive email to anyone outside the school domain.
7. Students may receive email from their teachers to communicate reminders, course content, pose questions related to class work, etc.
8. Students may send email to their teachers with questions or comments regarding class.
9. Students may send emails to other students to collaborate on group projects and assist with school classes.
10. Students are encouraged to email staff concerning school-related content and questions.
11. Teachers will not be expected to answer student email outside of their regular work day, although they certainly may do so. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.

## **Please note the following:**

1. All electronic mail sent within the District is monitored and filtered for profanity, harassment, and other inappropriate content.
2. All electronic mail coming into or leaving the school is scanned for viruses.
3. Student email that is identified as inappropriate will be blocked from delivery.

## **Additions per techs:**

1. **STUDENTS CANNOT CHANGE THEIR PASSWORD or HAVE IT CHANGED.**
2. **HS can email HS and outside RC. MS and ES can only email within their schools.**

## **STUDENT EMAIL CONFIGURATION**

### **Username:**

lastname.firstname.middle initial

### **Password:**

See teacher of media staff

### **O365 Login Username:**

lastname.firstname.middle  
initial@richmond.k12.ga.us

