Hardin Middle School Student Email Guidelines

Hardin Middle School recognizes that email is a valuable communication tool that is widely used across our society. We believe that providing students with an email account, they will have access to a powerful communication tool that will promote student-to-student and faculty-to-student collaboration and improve the deficiency and effectiveness of student work.

> Email messages are not confidential and are considered public documents of the St. Charles School District. All sent and received emails can be reviewed by school officials at any time.

The following guidelines are provided to assist students in the effective use of email:

Uses for student email:

- Teachers may send email to you to communicate reminders, course content, pose questions related to classwork, etc.
- You may send email to teachers with questions or comments regarding class.
- You may send email to other students to collaborate on group projects and assist with school classes.
- Sharing group projects with Google Docs

General email guidelines for students:

- Email is to be used for school-related communication
- Do not send emails that contain harassing/offensive language, gossip, or bullying
- Do not send email containing a virus or other malicious content
- Do not send or read email at inappropriate times, such as during class instruction.
- Do not send email to share test answers or promote cheating in any way.

- Do not use the account of another person.
- If you are questioning the appropriateness of an email you are about to send, DO NOT send it.
- If you receive an inappropriate email, DO NOT FORWARD- notify a teacher or principal.

Consequences of misuse of email:

- Should a student be found to have inappropriately used the email system, the email will be turned over to the principal. Depending on the situation, the student may lose email privileges, receive detention or suspension, or be turned over to the appropriate authorities.

Log into your Google Account at:

log-in name@stcharlessd.org

Ex. jsmith@stcharlessd.org

Password:
same as your computer password