



# Johnson County Schools

## Student E-Mail Acceptable Use Policy

Johnson County Schools is implementing e-mail accounts for students which will allow full use and participation of G Suite and Google Apps for Education. We are providing this service to further ensure all students use technology to communicate in schools for school related purposes in an appropriate manner, and to support teaching and learning. Some of these learning activities may include collaborating on live digital projects, shared writing projects, peer editing, share presentations, collaborating with fellow students, using spreadsheets, documents, and presentations, etc. With this opportunity comes responsibility. It is important that parents and students read and understand this form and ask questions if needed.

### **RULES FOR APPROPRIATE USE**

- You will be assigned an individual account, and you are responsible for not sharing the password for that account with others. You will be held responsible if another person utilizes your account.
- The account is to be used only for identified educational purposes
- You will be held responsible for the proper use of your account, and JCS may suspend or revoke your access if you violate the rules.

### **INAPPROPRIATE USE**

- Using email for any illegal purpose
- Using another person's account
- Posting personal information about yourself or others (address, phone numbers, etc.)
- Downloading or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal
- Wasting school resources through the improper use of the computer/network system
- Gaining unauthorized access to restricted information or resources
- False identity in email communications
- Misrepresentation of school or of JCS

**PRIVACY** – School staff, and administrators have access to student email for monitoring purposes. Students have no expectation of privacy on Johnson County Schools' student email system.

**LIMITED PERSONAL USE** - Students may use student email accounts and tools for personal projects. The following list, though not covering every situation, specifies some of the conduct that violates the acceptable use of technology:

- Unlawful activities
- Commercial purposes (running a business or trying to make money)
- Personal financial gain (running a web site to sell things)
- Use profanity, threatening, racist, obscene, abusive or harassing language in any correspondence
- Threatening another person
- Misrepresentation of Johnson County Schools, staff or students. (Apps, sites, email and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.)

**DATA SECURITY** - Student files and email are safe within the G Suite system, but it is the responsibility of the student to make backups of important documents. Johnson County Schools are not liable for any lost or damaged data stored inside student email accounts.

**SAFETY** - Students may not post personal contact information about themselves or other people. This includes last names, addresses and phone numbers.

- Students will tell their teacher or other school employee about any message they receive which is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

**CONSUMER SAFETY** - Don't get scammed. Crooks are good at fooling people. They create fake emails and web pages that look real in a practice called *phishing*. Don't trust links or web pages sent by email. Instead, open a new browser window and type in the address yourself. **Never open an email from an unknown or questionable source.**

- Don't get spammed. Spam is unwanted advertising sent by email. Never reply to spam and never do business with a company that sends spam. Use the "report spam" button to get rid of spam.

**DIGITAL CITIZENSHIP - Treat others well.** It hurts to get a mean email just like it hurts when someone is mean in the school hallway. Be kind when using email or making a post on a forum, collaborative document or web page. Everyone will see what you write so think before you type. Be careful with what you say about others and yourself. It is never acceptable to use profanity, threatening, racist, obscene, abusive or harassing language in email correspondence, web site or on collaborative documents.

- **Respect the rights of copyright owners.** Copyright infringement occurs when an individual inappropriately reproduces a work (text, pictures, video, music, etc.) protected by a copyright. If a work contains language specifying acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner. Any time a student uses another person's pictures, video, music or writing, a citation should be present.
- **Students have *First Amendment* rights to free speech.** Your rights can be limited in school though. If you post something via email or on a school web page which disturbs the learning environment in your school, your right of speech may be limited. School web sites, email and groups are for educational use and are not considered public forums for debating ideas. This means a school has the right to limit student speech that disturbs the learning process in these areas.

Student E-Mail address will remain with the student as long as they are attending a school within the Johnson County School System, provided the student uses the account as it is intended and as agreed upon. Once a student graduates from Johnson County Schools or transfers to another school district, the student will have approximately two weeks to transfer their content until their account is deactivated.

***\*By continuing to utilize Johnson County School's Student E-Mail service you consent to the terms above. You can always review these terms on our district website at [jocoed.net](http://jocoed.net)***