McComb Local School District

Acceptable Use Policy for Student E-mail

Revised 9/25

It is the policy of the McComb Local School District that student e-mail will be used in a

responsible, legal and ethical manner. Failure to adhere to this policy will result in the termination of e-mail privileges for the user. Users of the student e-mail system are responsible for their use of the e-mail. The use of the e-mail must be in support of education and research, must be consistent with academic actions of the McComb Local School District, and will be under the supervision of McComb school staff and the DASite in Lima, Ohio. Use of the e-mail for any illegal or commercial activities is prohibited. The McComb Local Schools email is not intended for personal use.

Students in grades K-12 may obtain an individual e-mail account with the approval of their parent/guardian by electronic signature on OneView. The student AND

parent/guardian must sign the Email Acceptable Use Policy (AUP) to be granted an individual e-mail account on Google. A parent/guardian can always withdraw his/her approval at any time. Simply contact Nicholas Latta McComb Local School District Technology Office to revoke the permission.

A responsible e-mail user will:

• Use language that is considered appropriate

• Be polite

• Send information that other users will not find offensive

• Never reveal personal information about any user such as address,

telephone number, credit card numbers, social security number, etc.

• Know that the email system is to be used to communicate with teachers, colleges, etc. The purpose of email should be restricted for educational purposes and not to "chat" or send "random" messages to other students or friends outside of the school.

A responsible e-mail user must be aware that:

• Use of the e-mail is a PRIVILEGE, not a RIGHT

• E-mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

• Violation of this policy will result in the possible loss of e-mail privileges

• Persons issued an account are responsible for its use at all times

• Students will not be allowed to use any personal e-mail accounts during school hours or to communicate with the faculty.

To accept this policy, students AND parents must agree in Section 9 of the OneView

Forms online.