



Hawley High School

Student Email Guidelines



Uses for student email:

When used properly, email can be a powerful communication tool for students to increase communication and collaboration.

- Teachers may send email to their students to communicate reminders, course content, pose questions related to class work, etc.
- Students may send email to their teachers with questions or comments regarding class and may also email assignments.
- Students may send email to other students to collaborate on group projects and assist with school classes.
- Students may not send mass emails to the staff or class unless they have received permission from the building principal.

Student email permissions:

Students are encouraged to email staff school-related content and questions. However, there is no requirement or expectation for staff to answer student email outside of their regular work day, although they certainly may if they choose. For example: an unanswered email to a teacher would not excuse a student from turning in an assignment.

General email guidelines for students:

- The internet acceptable use and safety policy includes student email use.
- Email is to be used for school-related communication only.
- Do not send harassing email messages or content.
- Do not send offensive email messages or content.
- Do not send spam email messages or content.
- 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 assignment or test answers or promote cheating in any way.
- Do not use the account of another person.

Expectation of privacy:

- An individual search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

Consequences of misuse of email:

Use of school email is a privilege and not a right. Failure to comply with the guidelines and/or school policies could result in disciplinary action as determined by administration.
