

<b>POLICY</b>	<b>4526</b> <b>Adopted: August 6, 2015</b> <b>Instruction</b>
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**SUBJECT: STUDENT EMAIL ACCEPTABLE USE POLICY**

The GST BOCES Board of Education acknowledges that email may be an appropriate instructional tool for students. This policy contains key information regarding management of the system and user responsibilities.

Email services are provided to students whose instructional program, as determined by their teachers, the Principal and the Technology Director, so require. A student email account is obtained as part of the request for general network access and is to be used only to support BOCES educational activities.

Email messages are not private and students have no expectation of privacy or confidentiality. The student consents to any and all monitoring, auditing, inspection, and disclosure of email at the discretion of authorized BOCES personnel. Students are required to conduct themselves in a responsible and lawful manner and are expected to comply with the Student Code of Conduct and the Internet Protection Policy (4527). Furthermore, students will:

1. Use email to communicate with others within and outside the BOCES and school district so long as those communications are related to legitimate educational activities.
2. Not use email for personal gain or other similar activities.
3. Refrain from sending confidential information in emails (such as personally identifiable information as defined by the Health Insurance Portability and Accountability Act (HIPAA) or the Family Educational Rights and Privacy Act (FERPA) such as date of birth, home address, phone number, credit card number or social security number). Email sent to recipients outside the regional email system is unencrypted and unsecure and must not contain confidential information.

Any abuse of the email system, including but not limited to using the system in such a way so as to violate the Student Code of Conduct, will result in the student being removed from the BOCES email system and may also result in additional disciplinary actions.

Email security is a joint responsibility of BOCES technical staff and student email users. Student email users must take all reasonable precautions, including safeguarding and changing passwords, to prevent the use of their accounts by unauthorized individuals. This includes a familiarity with prevalent invasive activities such as phishing, spoofing, and malware proliferation. Definitions of these and related terms shall be provided in ongoing training provided to all students.

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Email messages will not be retained by the BOCES for more than one (1) year.

The BOCES Technology Committee will periodically review and update this policy as new technologies and organizational changes are planned and implemented.

**Ref.:** Schedule ED-1