**Yorkville East Middle School**

**Student E-Mail Guidelines**

Yorkville East Middle School recognizes that email is a valuable source of communication. We believe that by providing you with a school email account, you will have access to communicate with students and faculty for academic purposes. We hope this email address helps you to collaborate and improve the efficiency and effectiveness of your work.

Email addresses are not confidential and are considered public documents accessible to other parties under the Freedom of the Information Act and other laws. School officials can view copies of all sent and received emails.

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

Uses for student email:

* You are encouraged to check your email at least once per day.
* Teachers may send email to you to communicate reminders or questions.
* 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.

Student email permissions:

* It is expected that you will use email primarily to connect with other students and staff members.
* Please refrain from using your student email for purposes other than school.

Student emails to staff:

* You are encouraged to email staff concerning school-related questions and concerns. However, please be aware that an unanswered email to a teacher would not excuse you from turning in an assignment. If a teacher does not answer your email, you must still attempt the assignment and follow up with the individual teacher with any questions you might have during school the next day.

General email guidelines for students:

* Email is to be used for school-related communication.
* Do not send harassing or offensive email messages or content.
* Do not send emails containing spam or viruses.
* Do not read your email during class unless instructed by a teacher.
* Do not send email to share answers or cheat in any way.
* Do not use the account of another person.

How student email is monitored:

* All email sent and received will be sent through google security (even if deleted).
* At any time and without prior notice, Yorkville East Middle School has the right to monitor, read, copy and review your emails because email activity is considered public domain.

Consequences of misuse of email:

* Email is an integral part of communication for your school work. However, abuse of this technology can result in loss of privileges. Students may lose their email address privileges and face additional discipline and possible legal action as per the NYC DOE Discipline Code.

Your Email Address Information:

Your email address for google is:

Username: first name initial and last name

Password: 6thgrade