



Administrative Regulation 5007

STUDENT E-MAIL

Responsible Office: Office of Information Technology

PURPOSE

This Administrative Regulation establishes protocols related to the issuance and use of e-mail and e-mail accounts by students in the Washoe County School District (District).

REGULATION

1. General

- a. The District provides students access to Microsoft's Office 365 environment (Office 365). Office 365 includes software and web-based programs providing e-mail, word processing, spreadsheet and presentation development, conferencing, calendaring, storage, and collaboration tools for District students and employees.
- b. Each student will be assigned and have access to an official District e-mail account upon their enrollment. That account will remain the same and retain the same username throughout the student's career at the District. Access to the student e-mail account will be removed from the system after graduation, or upon withdrawing from the District.
- c. A District assigned student e-mail account is the only official e-mail address for students and is the only authorized means of communication between students and District employees. Accounts from third party providers, including, but not limited to, Gmail, Outlook, or Zoho, cannot be issued by schools or teachers and shall not be used to communicate with students.
- d. The format for these official e-mail addresses is as follows:
<student ID#>@washoeschools.org (Ex: 123456@washoeschools.org)

2. Ownership of Account

- a. All student e-mail accounts provided by the District are, without limitation, the property of the District. E-mail and all other network activities must comply with all District policies, regulations, and procedures, as well as all applicable state and federal laws and regulations.
- b. The District's Office 365 utilizes the washoeschools.net and washoeschools.org domains, which are owned by the District and are intended for educational use only.

3. Internal E-Mail Access

- a. Students with **internal only** access will only be able to send e-mails to, or receive e-mails from, another individual with an @washoeschools.net or @washoeschools.org e-mail address. Such students will not be able to communicate with anyone outside the District using this email address.
- b. Parent/guardian consent shall not be required for a student to receive an internal email address.

4. External E-Mail Access

- a. When granted **external** access, a student will be able to send e-mails to, or receive e-mails from, an individual within the District and/or an individual outside of the District using this email address.
- b. For external access, parental/guardian consent will be required. The parent/guardian must affirmatively consent to the student's external access before the student will receive such access.
- c. With parental consent, the Office of Information Technology will enable external email access for students on a case-by-case, classroom, grade-level, or school-wide basis.

5. Availability and Use

- a. Site administrators and teachers will determine how electronic forms of communication and collaboration (e.g., e-mail, sharing of documents and other content, etc.) will be used in their schools and classrooms.
- b. District e-mail communications and collaborative tools should be used solely to meet the academic and administrative needs of the District and are not intended or issued for personal use.
- c. Student access through e-mail will be monitored and adjusted based on academic needs at schools.
- d. Student use of Office 365 shall be in accordance with the District's Responsible Use regulation. Students are responsible for their own actions and behaviors while using the District's network and technology, including Office 365.
- e. Office 365 is available anywhere, whether the student is in school or accessing the educational resource remotely.
- f. The District may monitor student use of the District's network and technology, including Office 365. This includes student use of the District's

Office 365 platform when students are not at school. Parents/guardians are responsible for monitoring their student's use of Office 365 when gaining access from home.

- g. Although e-mail from known inappropriate sites shall be blocked by the District, there is a possibility that students may be exposed to inappropriate content, particularly if a student intentionally misuses his/her e-mail account.
- h. To protect the District's network, automatic email forwarding shall be disabled for all email accounts. Users will be able to forward individual emails in accordance with their level of internal/external access.

6. Account Responsibilities

- a. All District students are responsible for becoming familiar with the contents of this Administrative Regulation and the companion Responsible Use regulation, and any other applicable policies, regulations or rules of the District and/or school.
- b. Infractions will be addressed based on the school's progressive discipline plan. The student e-mail account may be suspended or removed from the system as a result of the student's actions. Failure to comply with the procedures may lead to serious consequences, up to and including legal action depending on the seriousness of the matter.
- c. The District may deny or revoke access to its electronic mail services and may inspect, monitor, or disclose electronic mail to appropriate authorities when required by, and consistent with local, state, and/or federal law.
- d. Individual users assume full responsibility and accountability for their actions and mailbox when using District systems. The use of these systems by individuals at the District assumes and implies compliance with this procedure, without exception, and every user of the e-mail system has a duty to ensure they practice appropriate and proper use and must understand their responsibilities in this regard.

7. Student E-mail Privacy and Security

- a. E-mail and all other electronic communications sent or received through the District e-mail system, or through any Office 365 or District-provided communication/collaboration tool, should not be considered confidential.
- b. Although the District does not make a practice of monitoring individual students' e-mail, the District reserves the right to filter and retrieve the contents of user mailboxes for legitimate reasons, such as finding lost

messages, conducting internal investigations, investigating cyberbullying or suspected cyberbullying incidents, when there is reason to believe that violations of the law or of District policies have taken place, or to assure consistency and reliability of service and recover from system failure.

- c. System administrators may create and use filters to scan for and block or eliminate viruses and malware and/or e-mails that do not abide by state and federal laws and regulations, to include the Children's Internet Protection Act (CIPA), and District policies and regulations (e.g., "spam" communications, obscene e-mail, attempts by adults to lure students into dangerous situations, and any other items that could pose a threat to individuals or the electronic systems of the District).
- d. Students should take particular care to send messages only to intended recipient(s) and exercise caution when using the "Reply" vs. "Reply All" command during e-mail correspondence.
- e. The District will comply with access requests from local, state, or federal law enforcement agencies when presented with a warrant.
- f. Additional details and information regarding student online security within the Office 365 environment can be found at:
<https://www.microsoft.com/en-us/trust-center>

8. Support

- a. E-mail account support will be conducted by the Office of Information Technology during regular school and business hours.
- b. The Office of Information Technology cannot provide support for personal devices. This includes connecting to the wireless network, troubleshooting access or application issues on an individual's personal device, or e-mail/calendar syncing issues.
- c. Users should consult their carrier's website for the model phone or device as most provide support for connecting to the District's e-mail services.

9. Retention. Student emails will be retained and/or destroyed in accordance with the District's document retention schedules.

10. Disclaimer and Waiver. The District is not liable for any loss or damage to an individual's personal device based on his/her decision to use it on District property. This includes physical damage or loss, as well as any problems caused by malware which may be encountered during normal use. The safety and security of the user account is the responsibility of the user.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Administrative Regulation reflects the goals of the District’s Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Board Policy 7200, 21st Century and Digital Learning;
 - b. Board Policy 5100, Student Behavior;
 - c. Administrative Regulation 7211, Responsible Use and Internet Safety; and
 - d. Administrative Regulation 5810, Use of Personal Electronic Devices by Students – Prohibited Conduct.

2. This Administrative Regulation complies with state and federal laws and regulations to include:
 - a. Children’s Internet Protection Act (CIPA); and
 - b. Children’s Online Privacy Protection Act (COPPA).

REVISION HISTORY

Date	Revision	Modification
10/26/2016	1.0	Adopted
11/27/2017	2.0	Revised: Changed acceptable use to responsible use
07/19/2022	3.0	Revised: Update and clarify language