



## Pasadena Unified School District (PUSD) GUIDELINES AND CONSENT FOR STUDENT EMAIL

Web-based student email accounts are made available to Pasadena Unified School District's students for instructional reasons. Student access to e-mail is a privilege that comes with a degree of responsibility for the user. As an instructional tool, student email accounts are monitored and controlled by the Innovative Technology Services Department (ITS).

### **As administrators of the student email system ITS will:**

1. Enable and disable student accounts as needed for instructional reasons.
2. Access and read student e-mail for the purpose of monitoring appropriate student use.
3. Supervise student use of the email system and report incidents to the appropriate District administrator for action.

### **Student responsibilities include:**

1. Students must not use email in an inappropriate or offensive manner and adhere to the PUSD Acceptable Use Policy.
2. Students should never put personal information in their e-mail messages (name, phone number, age, home address, social security number etc.).
3. Students are responsible for returning a signed parental consent form before e-mail accounts will be issued (Grade K-5 only).

### **The Student email system has been configured with the following constraints:**

1. To prevent the spread of computer viruses the ability of the system to send and receive attachments will be controlled.
2. Student email accounts can only send or receive emails within the pUSD.us domain.
3. All student emails will be archived for 10 years.

### **STUDENT GUIDELINES FOR SCHOOL EMAIL**

By default, students in grades TK - 5 will require signed parent/guardian consent to be granted access to email, and secondary students (6th - 12th) will be given access to email and will require a parent/guardian's signature to revoke this privilege. This is a privilege extended to you to aid your learning and it may be withdrawn or modified by the Innovative Technology Services Department AT ANY TIME if it is misused. By signing this document to use school provided email you become responsible for your actions and will be held accountable for them. This email account is provided as a support to the instructional process and consequently any and all messages are open for review by ITS and District Administrators. In maintaining and securing the system, ITS will have access to ALL message traffic.

### **Follow these guidelines and apply common sense to evaluate your actions in using the system:**

1. Messages will not contain profanity, obscene comments or sexually explicit materials.
2. Messages will not contain racist, sexist, religious or generation derogatory content.
3. User identity will be accurately reflected in all message traffic.
4. No virus, program, or addition will be introduced into the system, which alters its operation, destroys or damages data or renames or relocates files.
5. Passwords, or other access identifiers, are not to be shared by student users. No student is authorized to use any other person's password or email account.

### **ELEMENTARY STUDENTS (TK - 5th)**

If you would like to allow your student to have a PUSD email account, please make the required selection on the **Acknowledgement and Authorization Form** and return to your child's school.

### **SECONDARY STUDENTS (6<sup>th</sup> - 12<sup>th</sup>)**

If you would like to **disable** your students email access, please complete the **Acknowledgement and Authorization Form** and return to your child's school.