

Winthrop Middle School

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Student Email Guidelines:

The Winthrop Public School District provides electronic resources for students in grades K-12; including Gmail accounts that are used to access the District's Google Apps, which is an integral part of the curriculum. The District expects proper behavior and language in the use of these Gmail accounts which will be consistent with classroom standards. The guidelines listed below are intended to govern the use of the District provided Gmail accounts and Google Apps, whether the accounts are accessed inside or outside of the school environment or on school-owned, public, or personal computers.

Proper Use of District provided Gmail:

Students will use their Gmail accounts to communicate with their classmates, teachers, or other school community members about school-related topics. While students can e-mail teachers throughout the District, they should not expect teachers to e-mail assignments to them or to provide private tutoring through e-mail. Students should not ask for or respond to e-mails requesting personal information that is not related to a school project. Parents should not use their child's account(s) as a way of communicating to their child's classmates, teachers, or other members of the school community.

Students' Responsibilities:

Students are fully responsible for the confidentiality of their Gmail accounts, passwords, personal information, and any activities that occur in the use of their accounts. Students should have no expectation of privacy when using District provided Gmail accounts. The student agrees to notify his/her teacher or principal immediately if any unauthorized use is made of his/her District provided Gmail account. The student agrees to report immediately to his/her teacher or principal the receipt of any unwanted or inappropriate emails from the Winthrop Public School District employees. Most importantly, the District urges any student who receives any harassing, threatening, intimidating, or other improper messages through the computer systems to report it immediately. It is the District's policy that no student should be required to tolerate such treatment, regardless of the identity of the sender of the message. While e-mailing, students are responsible for following all parts of the District Acceptable Use Policy.

"The Winthrop Public Schools does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, gender identity, disability, or homelessness for employment, participation in, admission/access to, or operation and administration of any educational program or activity in the School District"