Student Gmail Safety Measures
Neoga CUSD #3

Neoga CUSD #3 Schools provides **students with a Google Apps account**. That account gives students access to **Gmail**, **Google Docs**, and **Google Calendar**.

Because Google Apps provides email and collaboration abilities for students, it is critical that we provide **appropriate safety measures** for the proper use of these tools. This document will cover the main safety measures we have in place.

Clear guidelines for use

We provide two documents that address **use, misuse, and consequences** related to the Google Apps tools (and all other technology services).

- **Student Acceptable Use Policy (AUP)** - This document covers how technology is and is not to be used in our educational setting. **Parents and students both sign this document** to indicate they have read and agree to the policies. A blank copy of the AUP is available on our website for reference.

- **Student Email Guidelines** - This document goes into more specifics concerning what is and is not allowed with email usage. This document is not signed, but is available on our website in written and video formats.

Parents and students are encouraged to **review these two documents as needed**. They can be found on our **technology website** at:

Limits on email senders and recipients

The Gmail accounts provided to our students are **only for use within the school district**. This is to provide another way for students to communicate with their teachers, and for students to collaborate together on group projects. The following **limits are set on email use**:

- HS and MS students can email HS students, MS students, and all staff.
- HS and MS students cannot email elementary students, parent accounts, anyone outside of the Neoga CUSD #3 domain, or any of the district mailing lists (this also means student email cannot be forwarded to non-school personal accounts).
- HS and MS students cannot receive email from outside of the domain.

Because **no email can come in from outside of the school district**, students will not receive spam, unsolicited messages, or anything inappropriate from the outside world. Also, students cannot send messages to people who are not staff or students in our district.

Monitoring and filtering of email

Email that is sent within our district is **monitored and filtered** based upon content.

- All student email passes through **Google's Postini Message Security system**.
- Rules/filters are set up to monitor student email for **profanity, harassment, and other inappropriate content**.
- Student email that is identified as inappropriate will be **blocked from delivery**, and instead will be **sent to the school administration for review**.

This document has been adapted from the work of Eric Curts