

STUDENT E-MAIL GUIDELINES
Commonwealth-Parkville School (CPS)

Effective Date: June 16, 2010

SECURITY AND PRIVACY

CPS makes every effort to secure its computer systems, networked resources, and e-mail accounts, but cannot guarantee the infallibility of these systems to unauthorized intrusion, nor the authenticity of the sender of an electronic communication. For this reason, e-mail is not appropriate for transmitting confidential or sensitive information of any kind.

Students are responsible for keeping their e-mail passwords confidential, and should never share this information or access to CPS resources with others.

CPS does not routinely monitor or inspect individual accounts, files or communications. There are situations, however, in which CPS may have a legitimate need to do so to protect the integrity of CPS systems and resources, when there is a reasonable suspicion that the user has violated either laws or CPS policies, and/or when required by law to do so.

Protecting the privacy of our students is very important to us. CPS does not sell, share, or rent this information to others. Our administrators and systems seek to ensure that personal information is kept strictly confidential.

STUDENT E-MAIL USAGE GUIDELINES

1. No e-mail may be sent or forwarded through a CPS system or network for purposes that violate CPS statutes or regulations or for an illegal or criminal purpose. Students who redirect email from their official CPS email address to another address do so at their own risk.
2. Electronic mail, like user files, is kept as private as possible. Attempts to read another person's electronic mail will be treated with the utmost seriousness.
3. Users should be aware that their "deletion" of electronic information will often not erase such information from the system's storage and may reside in the school's network and/or in the form of print-outs.
4. Nuisance e-mail or other online messages such as chain letters, obscene, harassing, or other unwelcome messages are prohibited as well as unsolicited e-mail messages to multiple users.
5. CPS reserves the right to refuse mail and other connections from outside hosts that send unsolicited, mass or commercial messages, or messages that appear to contain viruses to CPS or other users, and to filter, refuse or discard such messages.

Students are responsible for familiarizing themselves with this and any other CPS Policies (such as "Internet Use Policy" per Student Handbook) that may apply. Violations of these policies may result in the immediate revocation of account, suspension, expulsion and/or other sanctions, as applicable.

CONTACTS

For questions or comments:

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