

COALDALE CHRISTIAN SCHOOL

"Your word is a lamp unto my feet and a light for my path" Psalm 119:105

2008-8 Street Coaldale, Alberta T1M 1L1 Ph: (403)-345-4055 Fax: (403)-345-6436

office@coaldalechristianschool.com

www.coaldalechristianschool.com



CCS Student Email Guidelines

Uses for student email

Email can be a powerful communication tool for students to increase communication and collaboration.



- Students are encouraged to check their email **at least once per day**.
- Teachers may send email to their students to communicate reminders, course content, pose questions related to class work, and such.
- Students may send email to their teachers with questions or comments regarding class.
- Students may send email to other students to collaborate on group projects and assist with school classes.

Student email permissions

Our Gmail system controls whom email messages can be sent to and whom they can be received from.

- Junior and Senior High students can email Junior High students, Senior High students, and all staff.
- Junior and Senior High students cannot email their own personal accounts, parent accounts, and anyone outside of the school domain (coaldalechristianschool.com).
- Junior and Senior High students cannot receive email from outside of the domain (e.g. gmail.com or yahoo.com or hotmail.com)

Student emails to staff

- Students are encouraged to email staff concerning school-related content and questions.
- Teachers will only use school-issued email accounts to communicate with students.
- There will be no requirement or expectation for staff to answer student email outside of their regular work day, although they certainly may if they choose. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.

General email guidelines for students

The student Acceptable Use Policy covers email as well as other technologies. Below is a general summary of guidelines related to email.

- Email is to be used for school-related communication.
- Do not send harassing email messages or content.
- Do not send offensive email messages or content.
- Do not send spam email messages or content.
- Do not send email containing a virus or other malicious content.
- Do not send or read email at inappropriate times, such as during class instruction.
- Do not send email to share test answers or promote cheating in any way.
- Do not use the account of another person.

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Consequences of misuse of email

From the Acceptable Use Policy:

Violations of these guidelines may result in disciplinary action in accordance with regular school policy. The disciplinary action will take into account the type and severity of the violation, whether it causes any liability or loss to the school, and/or whether the action is a repeat violation.