Student Email: Student Guidelines

Harford County Public Schools (HCPS) is pleased to announce that all HCPS students now have access to Microsoft Office365. Students will have access to the following through **Office365**:

- **Student email addresses** provided by Harford County Public Schools. In accordance with the Responsible Use Procedure, students should only use this account for educational purposes and should keep the account information private. Students will need to comply with the Responsible Use procedure when using the email account and will be disciplined accordingly for violations
- An online file storage space called **OneDrive**. All files can be saved to the cloud, which allows for access to any files anywhere Internet access is available. Students will have access to one terabyte of **OneDrive** cloud storage space.
- Each student in the district can download **Microsoft Office** on up to *five* personal devices. Automatic updates are included in order to stay current with the latest versions of Word, Excel, PowerPoint, OneNote, etc.

HCPS Student email will allow students to:

- Communicate and receive information in a safe/filtered environment.
- Apply college/career ready skills relative to communication and productivity.
- Share files and collaborate with student peers and/or teachers.
- Access, share, and create digital products available through Office365 programs (Word, PowerPoint, Sway, etc.)
- Use web tools that accommodate individualized or curricular needs.

Guidelines for student use of email:

- In accordance with the **Responsible Use Procedure**, use HCPS email for academic purposes only.
- Do not share your email username and password with anyone and follow HCPS guidelines for strong passwords.
- Keep your private information (and other individual's private information) safe.
  - If an instructor recommends that you create an account with an HCPS approved academic online site, only submit your HCPS email and your name. Use your school street address if that is required for registration.
  - When using web tools, keep your writing and other products "private." If for some reason you publish your work for "public sharing" keep your name and HCPS email anonymous or hidden.
- Delete or report unfamiliar or suspicious email that includes attachments or links.
  - Forward suspicious emails to **reportspam@hcps.org.**
  - Do not trust an e-mail just because it looks official or has a company logo.
  - Do not reply to email that asks you for sensitive information (Legitimate companies, such as Discovery Education, have access to your username and password; therefore, they would have no reason to ask for personal information).
- Be respectful of someone else's time.
  - Follow teacher posted availability for email communication or ask your teacher when he/she might check email.
  - Meet deadlines provided by your teacher.
- Maintain a positive "digital footprint" through what you share and post online.
  - Re-read what you write before you send.
    - Consider the appropriateness of your tone in personal and academic communication.
    - Remember that others may have different opinions than your own—even if you cannot control what someone else says and does, you *can* control what *you* say and do.
    - Use formal, or academically appropriate word choice and grammar when publishing text online.
  - Speak with a person face to face (or seek help from appropriate support personnel) before sending, responding to, or publishing sensitive subject matter.
- Give credit to others, and/or follow proper citation rules, when words and ideas are not your own.