Student Email: Teacher 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 teachers to:

- Communicate and receive information in a safe/filtered environment.
- Prepare students with college/career ready skills relative to communication and productivity.
- Facilitate collaboration with students and/or student groups.
- Share instructional resources created through Office365 programs (Word, PowerPoint, Sway, etc).
- Facilitate the use of web tools to accommodate individualized or curricular needs.

Guidelines for teacher use of student email:

- Disclose to students and parents when you are available for email communication.
- Provide clear directions about whether you will accept or not accept assignments through email, and clarify deadlines so students are aware of appropriate times to send information to you.
- In accordance with the **Responsible Use Procedure**, use HCPS student email for academic purposes only.
- Review HCPS guidelines for strong passwords with students and recommend best practices for them to remember passwords.
- When using online sites, keep student private information safe.
    - If the decision is made to use an HCPS approved academic site or Web tool, use sites that do not require student email for group use.
    - If the decision is made to use an HCPS approved academic online site or Web tool to allow student personalized academic use, ensure that students use their HCPS email. Evaluate the registration requirements of a Web tool ahead of time and ensure that students are only required to submit the school email and their username. Students should not enter private information about themselves (age, gender, interests, home address, personal phone number, etc)—although, they may be asked to check that they are age 13 or older.
    - When using Web tools, keep class forums or products "private." If for some reason you publish student work for "Public sharing" keep student names anonymous or hidden.
- When sending email to students that includes Internet links, give clear directions about the instructional purpose and requirements for accessing links.
- Implement digital citizenship lesson components and general strategies for students before they are asked to communicate online. Students should be reminded about:
    - Appropriateness of tone, word choice, and grammatical criteria in personal and academic com9munication or publishing.
    - The appropriate steps for reporting bullying and harassment-type communications or sharing sensitive subject matter with others.