

Student Online Safety

Faculty members play an important role in discussing digital citizenship and appropriate use of email with their students. The students are responsible for adhering to the District Acceptable Usage Policy, which is embedded within the Student Code of Conduct. To revisit that document, see the Code of Conduct link on the Student portal page at <http://www.oneontacsd.org/ForStudents.aspx>.

The district has implemented a “profanity filter” which will prevent students from sending email that includes profanity.



Instructional Uses

Email can be used in many ways to help support the instructional process in the classroom.

- Increase students’ understanding of our increasingly global society
- Teach students appropriate email usage
- Communicate assignment due dates
- Send out quiz or exam reminders
- Allow students to turn-in essays via email
- Return corrected/annotated essays via email
- Scaffold students’ understanding so they are responsible email citizens once they reach 11th grade and their email accounts are opened up to the outside world where they may be using email to communicate with college admissions counselors, college sport coaches, potential employers, etc.

OCSD IT Services

High School Room 222
433-8243 x222
<http://www.oneontacsd.org/InformationTechnology.aspx>

Oneonta City School District

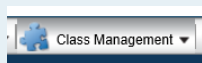


A Teacher’s Guide to Student Email

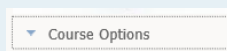
How to Email Students

You may email students in one of the following ways:

1. eSchool Plus Teacher Access Center
Use the Class Management, Email option to send email to guardians,



students or both. This feature allows you to email ALL of your classes, a single class, or even just a single student.



2. Schoology
Use the Course Options section of your Schoology courses, choose "Send Message" to email all "members" of your class.

Any Schoology Announcements or course additions will be automatically emailed to your students.

How To Email Students (cont.)

3. Google Apps for Education
Any Google content that is shared with students will automatically send them an email notification.
4. Google Classroom
The Google Classroom LMS has an "Email Students" feature which will not work with our Outlook email accounts. Google Classroom content notifications *will* be sent to the student email accounts.
5. Outlook
You may send email directly to students from Outlook. The students all appear in the directory with the word "Student" in front of their name so as to distinguish them from non-students. Faculty and staff must take extra care to be sure they are not inadvertently emailing a student by mistake.
6. Home (non-district) email
With the exception of students in Grades 11 and 12, student email accounts are not accessible to or from outside the oneontacsd.org domain. Faculty and staff are discouraged from using personal email accounts to email directly with students.

How Do Students Access Email?

Students will find an Outlook 365 link on the Student Portal of the Oneonta City School District web site (www.oneontacsd.org).



They log on using their district username@oneontacsd.org and PIN.

The Outlook interface for the students is exactly like the faculty/staff interface.

For additional information, Faculty & Staff should acquaint themselves with the "Guide to Student Email" brochure.

