



EAST AURORA SCHOOL DISTRICT 131

Administrative Service Center | 231 E. Indian Trail | Aurora, IL 60505
(630) 299-7255 | Fax (630) 299-7261 | www.d131.org

January 22, 2018

Dear Parent/Guardian,

We are excited to announce that East Aurora School District 131 (“the District”) will be providing our 6th through 12th grade students access to District email. This offering will enhance their use of Office 365 and increase communication between our staff and students and is scheduled to begin the week of January 29.

Our highest priority in providing access to District email for our students is their safety. In order to keep our students safe, District email will be provided to students under the following conditions:

- Students will only be able to send or receive email to those within the District, such as District teachers, staff, and other students.
- Students will not be allowed to send email to third parties outside the District, such as family, friends not attending the District, or other people not affiliated with the District.
- The District will not allow third parties or outside entities to directly email our students, unless it is permitted by the District under special circumstances, including but not limited to, where a school-related application requires the provision or use of an email address. *For example, Khan Academy is an application that allows students to practice skills and view instructional videos for math and other curricular areas. However, use of this program requires the creation of a student account and use of an email address for activation purposes. Under these circumstances, students would receive email from Khan Academy.*
- In addition, District staff and personnel will monitor all student email, sent and received, on an ongoing basis. District staff and personnel will also monitor all students’ use of OneDrive storage, which is the application whereby students store their computer files. All student content in email and OneDrive will pass through a number of filters which are designed to flag inappropriate or threatening content and material. Messages or files with offensive and/or threatening language, questionable domains, banned file types, or pornographic images will be automatically routed to the appropriate District personnel and school administrative team for possible disciplinary consequences. Messages or files that indicate an imminent threat may also be referred to the police. Students have no expectation of privacy in either their District-issued email accounts, or their use of OneDrive storage. The District will follow its policies on student discipline when determining appropriate disciplinary consequences relating to the misuse of student email and/or OneDrive storage.

It is expected that District email will be used by our students for only academic purposes as assigned by your child's teacher or District personnel. The safety conditions as outlined above are only possible if our students use District email and OneDrive file storage; therefore, students will be requested to discontinue use of their personal email and alternate types of file storage for any District-related activities, tasks or assignments. The District’s monitoring as outlined herein will not include monitoring of students’ social media accounts or personal email accounts.

The District is excited to bring these additional digital tools to our students, and we want to safeguard our students when using these online tools. Please refer to the *Internet Use* section of the Student and Parent Handbook for additional information on acceptable and unacceptable use and consequences.

If you have any questions about email and your student, please contact your building principal.

Sincerely,

Heather Kincaid
Assistant Superintendent for Teaching & Learning