

# Student Email Accounts - FAQ

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## Why would I use my school email account?

Your school email account is an excellent tool for **professional** communication. Here are some examples on how you can use your school email account:

- *Communicate with your teachers:* You can use your school email to ask your teachers for help with homework or to provide feedback.
- *Communicate with classmates:* You can use your school email to share information when working together on an assigned project with other classmates. You can also use your school email account to coordinate class and club activities.
- *Communicate with outside professionals:* You can use your school email to request information for school projects. Just remember that by emailing someone from your school account, you become an ambassador of our school district to the outside world. If your email looks poorly written or is impolite, this reflects negatively on you as a person as well as on your school.
- *College Application/College Information:* Many schools provide links to their admissions department that you can use to ask questions, set up tours, or to ask for financial aid information. If you use your school email account to request such information, there is a good chance that the receivers of your email will treat you with more respect than if you use a personal email account. This could help you receive that all-important scholarship later on!

## What is my school email address?

Your school email address is in the form:  
*lastnameID@student.nhvweb.net*

For example, if your name is *John Smith* and your student ID # is 20123435, then your school email address is *Smith20123435@student.nhvweb.net*.

## How do I access my school email account?

Your school email account is provided via Google Apps for Education and it works very similar to "Gmail". You will find a link on your school's home page to access your email. You will login with your school username (e.g. *Smith20123435*). For the password, you will use your school password like this:

- If your password is six characters long: use your password + "12" (e.g. if your password is *BNH999*, your email password is *BNH99912*)
- If your password is eight character long: use your password as it is.

## What is the difference between your School Email and other email accounts you might have?

Your school email is a professional email account. You should use a **professional tone** in your email communications and use your school email **ONLY for school-related communication.**

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## **What is the difference between your school email and other forms of communications, such as IM?**

A professional email account is different than instant messenger, chat rooms, and text messaging. The abbreviations and shorthand commonly used in those forms of communication should not be used in a professional setting like a school.

## **Can I use other emails accounts?**

We will not block other email accounts. However, teachers will only use your school email address to communicate with you. Under normal circumstances, teachers will NOT contact you at your personal email accounts (Yahoo, Hotmail, Comcast, etc). In addition the Technology Department might not support some of those third-party email accounts.

## **How much information can I store on my school email?**

Your school email has a storage capacity of 25GB. We expect this will be enough for the duration of your student life in the district. However, we encourage you to maintain an organized email Inbox and delete what is not needed.

## **Will I have access to email during school breaks?**

Yes. Your student email account will remain active until you are no longer an active student (e.g. you graduate, or move to another school).

## **Is my school email private?**

We do NOT share your information outside the school. However, student email is reviewed by school personnel. School administrators can read all the emails you send or receive with your school email to ensure appropriate use. For regulatory purposes, student email is automatically archived, so there is a copy of every email you send or receive for administrators to review, even if you deleted them from your email.

## **What is appropriate use of school email?**

The use of school provided email, as any other computer service provided by the school, is subject to the guidelines in BOE policy 2361. Also, please review the “Guidelines for Proper Email Use” document to understand what is ok and what is not when using your school email.

## **Are there consequences for inappropriate use of email?**

Consequences of inappropriate use of student email may include, but are not limited to: loss of computer privileges, alternative assignments, detention, in school suspension, and out of school suspension.