NNPS Middle School Student Email FAQs

1) **Why is NNPS opening up student emails?**
   Allowing students access to a school-based email will streamline communication between students and their teachers.

2) **Who can students email with their NNPS account?**
   Students will be able to email their NNPS teachers and staff members only. Middle school students will not be permitted to email each other.

3) **How are emails monitored?**
   Student emails are monitored using division-wide monitoring software that scans email and Google Drive for inappropriate content and pictures, as well as safety concerns, including students who are showing signs of crisis.

4) **Can parents send emails to their students through their NNPS account?**
   Students can send and receive emails from the NNPS school domains only. They cannot send or receive emails from outside NNPS.

5) **What is a student's email address?**
   A student's email address is the same account they use to gain access to Google Classroom, Google Docs, etc. The standard format for those accounts is **FirstName.LastName@nnschools.org**. In some cases, a student's name may be shortened or have a number after it, but those students should be aware of this, as it is the same username they use to login to StudentVUE.

6) **How do students access their NNPS email?**
   Student emails are provided through the NNPS use of G Suite for Education, so a student's email is accessible through Gmail. Students can access their email account at school or on their personal device by downloading/using the Gmail app. Students who have personal Gmail accounts can add their NNPS Gmail account to the app by either choosing their NNPS account (because they already access other G Suite applications from this device) or by choosing "Add another account."

7) **What should a student do if they are having problems accessing or using their email?**
    Students should use this form to document any issues they are having accessing or sending an email.

8) **What should a student do if they receive an inappropriate email?**
   It is likely that an inappropriate email will be caught by our filters and school officials will be alerted; however, the student can start by blocking the sender within Gmail so that they do not receive any other messages from that source. Next, they should report this to an adult, including a teacher, counselor, administrator, or technology staff member. Students can also report this anonymously, through Safe Schools Alert.

9) **Are there any tutorials on how to access our new email and send email using this account?**
   Yes, please use the tutorials below (use students' NNPS credentials to log into Chrome to view)
   - Opening Email
   - Sending Email
   - Deleting Email