

ACADEMIC POLICY

STUDENT EMAIL POLICY

025/AB/AP/V/2025



Bina Bangsa School
培民学校



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Student Email Policy Bina Bangsa School

1. Purpose This policy governs the use of school-provided email accounts issued to students of Bina Bangsa School. The purpose of these accounts is to support teaching and learning through secure, supervised digital communication and collaboration tools. Student email accounts are intended exclusively for educational purposes.

2. Scope This policy applies to all Bina Bangsa School students who are issued a school-managed email account. Typically, accounts are provided from Grade 4 onwards. This policy is applicable across all campuses and academic levels.

3. Email Account Format and Ownership Student email accounts follow the format: stuXXXX.firstname@binabangschool.com (XXXX is the last 4 digits of the school ID). These accounts are the property of Bina Bangsa School and are managed by the school's IT department. The school reserves the right to access, audit, suspend, or deactivate accounts as necessary.

4. Permitted Use Student email accounts may be used for the following educational purposes:

- Communication with teachers and classmates about school-related topics
- Access to digital learning platforms (e.g., Google Classroom, Canva for Education)
- Submission of assignments and academic collaboration
- Participation in school-approved online learning programs

5. Prohibited Use Students are prohibited from using their school email accounts for:

- Personal, commercial, or recreational communication
- Sending or receiving inappropriate, offensive, or abusive content
- Cyberbullying, harassment, or threatening behavior
- Accessing or registering on unapproved external websites or services



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6. Access to Platforms The school-issued email account provides access to platforms and tools such as:

- Google Workspace for Education: Google Drive, Docs, Slides, Sheets, Gmail, and Classroom
- Canva for Education
- Other school-approved academic applications

Storage Quota: Each student account is limited to **5GB of total storage**, which includes all content in **Google Drive** and **Gmail (emails and attachments)**. Students are expected to manage their files responsibly and regularly delete unnecessary emails and documents to remain within this limit. Exceeding the quota may result in the inability to receive emails or upload new files.

7. Monitoring and Supervision All email activity is subject to monitoring by authorized school personnel. The school retains the right to review email content to ensure compliance with school policies and to safeguard student wellbeing.

8. Data Privacy and Security Student data is protected in accordance with the school's Privacy Policy and relevant national regulations, including Indonesia's Government Regulation No. 17 of 2025 on the Governance of Electronic Systems and Child Protection.

9. Consent Requirement Prior to account creation, written parental consent is required. A formal Parental Consent Form outlines the scope, use, and responsibilities associated with the student email account.

10. Responsibilities

- **Students** are expected to use their accounts ethically, responsibly, and only for school-related activities.
- **Parents/Guardians** are encouraged to support responsible use and reinforce the school's expectations.
- **School Staff** are responsible for issuing accounts, providing oversight, and addressing misuse.

11. Consequences for Misuse Violations of this policy may result in the following:



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- Verbal or written warnings
- Temporary suspension of account access
- Disciplinary action in accordance with the school's student behavior policy

12. Account Deactivation Student email accounts will be deactivated upon graduation or withdrawal from the school. Account data will be retained for a maximum of 90 days before permanent deletion unless required for administrative or legal reasons.

13. Policy Review This policy will be reviewed annually by the BBS Academic Board to ensure relevance and compliance with emerging technologies and regulations.

Appendix A: Student Email Do's and Don'ts Do:

- Use your account for school tasks and teacher-directed activities.
- Be respectful and polite in all email communication.
- Keep your login details private.

Don't:

- Share inappropriate content or jokes.
- Use the email for chatting or playing games.
- Access unapproved sites using your school account.

Appendix B: Student Email Etiquette

- Always use a proper greeting and closing in emails.
- Use clear, respectful language.
- Do not write in all caps (it seems like shouting).
- Proofread before sending.