



ASPEN EMAIL FUNCTIONALITY PROCEDURES

- Aspen provides school staff with the ability to email students with whom they work and their contacts. This function should only be utilized in the context of the staff member's work with the students, such as assignments, course content, appointments and field trips.
- If a staff member would like to email an entire cohort or school, a request must be made to the school administrator in writing. The request will include the purpose and content of the communication for approval.
- The approval from the administrator will be made in writing and a record kept in their files.
- Steps outlined in the Aspen Email Functionality Guide, provided by the Information Services department will be followed. These resources are available in Aspen under Group Resources. Expand the folder and select General Instructions.
- Technical questions on the Aspen email functionality will be submitted to the Information Services Department at SISsupport@dsb1.ca.
- Questions related to permitted communications using Aspen will be directed to the school administrator.