

These are the primary file extensions that are blocked with the explanation of what they are:

.com - DOS program. This is not the same as the .com domain on the Internet.

.exe - Windows program.

.zip - Zip compressed file. This is the biggie, since many people will combine a series of files (documents, photos, etc.) into a zip file. It's also frequently used to hide virus programs, and best practices advise that the file type be blocked.

.url - Not exactly a file type, but this is what is transmitted if you send someone a web site address. To get around this restriction, if you want to send someone a web address, put it in the body of the message. If you try to "send link" from your web browser, it creates a .url file as an attachment to the email. The recipient won't get it.

.scr - Windows screen saver. This is actually a program file and is known to carry viruses.

.bat - DOS batch file, which runs the prepared script.

.vbs - Visual Basic script file.

.ini - Windows initialization file.

The common theme is that if the file type can cause the computer to take action it will probably be blocked.

The easiest way around these restrictions is to rename the file by removing the extension. Tell the recipient in the body of the email to rename the file with the original extension. As an example, a Zip file named pictures.zip could be renamed "pictures." before attaching it to the email. In the message, tell the recipient to save the file and rename it back to "pictures.zip."

Another restriction on email is that we (along with many other organization) limit the file size to 10 MB. That limit includes attachments. As a result, you can't attach a bunch of high resolution pictures to an email and expect it to get through. Even if we allowed it, most service providers wouldn't let it come in. The best way to send

pictures is to use a file sharing service. If you are working internally within the district, you can set up a common folder in the Public network folder. You may have to work with Technology to accomplish this.

If your students are going to send homework assignments by email, they must be informed that they can't send Zip files. They can send PowerPoint, Word, Excel, photos or videos in their original state, but they cannot be compressed and joined together by WinZip, RAR, or other archiving programs.

I hope this gives you an idea of what we are doing and why. If you have questions don't hesitate to ask (preferably by email).