**Responsible Use of e-mail for Students**

**Manners**

- Don't use slang
- Be polite
- Be appropriate
- Be friendly

- Use words like "please" and "thank you"
- Start with "hi", "hello" or "dear"

- Use your best grammar and spelling (to show you care)

- E-mail is not private; be careful what you say

**Responsibilities**

- Check your e-mail regularly
- Respond to the person or to request in a timely manner

- Never open an email from someone you don't know
- Spam or trash or show to an adult

- Never ever click on a link in an email from someone you don't know
- Avoid hackers/viruses/inappropriate e-mails

- Use your school email for school purposes
- Don't mix school with personal accounts

- Use spell-check, proofread before sending
- Make a good impression/show you care

- Keep your inbox organized
- Timeliness, responsiveness, orderly, don't lose an e-mail

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1. **To:** Enter email address
2. **Enter a relevant subject/title for your email**
3. **Type content of your email**
4. **Send your email**