

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

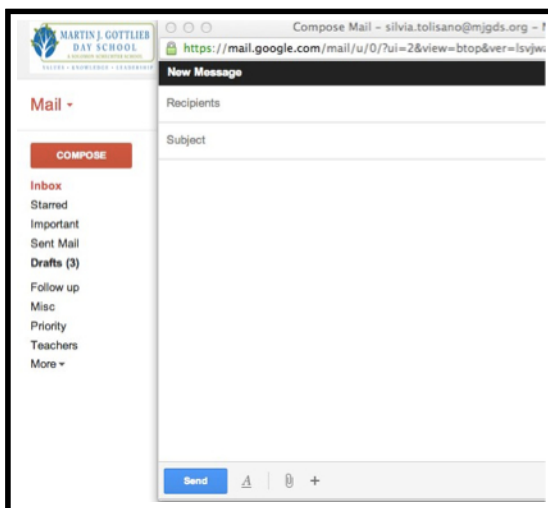
DON'T MIX SCHOOL WITH PERSONAL ACCOUNTS

USE SPELLCHECK, PROOFREAD BEFORE SENDING

MAKE A GOOD IMPRESSION/ SHOW YOU CARE

KEEP YOUR INBOX ORGANIZED

TIMELINESS, RESPONSIVENESS, ORDERLY, DON'T LOSE AN E-MAIL



1.

TO: ENTER EMAIL ADDRESS

2.

ENTER A RELEVANT SUBJECT/ TITLE FOR YOUR EMAIL

3.

TYPE CONTENT OF YOUR EMAIL

4.

SEND YOUR EMAIL