

The student Acceptable Use Policy covers email as well as other technologies. Email accounts will be a combination of first initial last name and possibly an additional number if a current or past student has a similar combination at @stu.everettsd.org.

Below, is a general summary of best practice guidelines related to email.

- There is no expectation of privacy for district email accounts.
- All use of email will be consistent with local, state and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of email, including use for sensitive or confidential information, will be consistent with FERPA.
- Take care to protect passwords and ensure account security:
 - Change your passwords regularly
 - Always use appropriate language
- Send and read email at appropriate times, outside class instruction.
- Check email daily.
- Only open email from people you know and trust. Unknown senders could contain spyware or a virus. Avoid opening attachments you were not expecting even from people you know.
- Tell an adult if you receive email from an unknown, or inappropriate sender.
- When sending email proofread and spellcheck to ensure correct grammar and punctuation.
- Never send an email from an account other than your own.
- Email is to be used exclusively for school related communication.

Netiquette

- There's a time and a place for everything—BUT IN MOST SITUATIONS TYPING IN ALL CAPS IS INAPPROPRIATE. Most readers tend to perceive it as shouting.
- Sarcasm can (and will) backfire. Sarcasm can be incredibly difficult to understand the commenter's intent.
- Attempt to find your own answer before sending an email with a question. Attempt to find the answers to any other questions on your own using a search engine like Google or Bing.
- Stop ... grammar-time! Always make an effort to use proper punctuation, spelling and grammar in emails. Emails are more formal than texting.
- Don't get cute with text colors. Stick to the basic black text color—if you need to emphasize something in your sentence use bold or *italicized*
- Brevity rules. Keep email messages short and to the point. Focus on the essential information.
- Read first. Take some time to read through each of the previous string of emails before writing your own response.
- Don't over share. Personal information is valuable to identity thieves, so try not to share more than is necessary.
- Be kind. Communicating online is unique and the sound of your voice will not always come through in the text of an email.

Adapted from <<http://www.rasmussen.edu/student-life/blogs/college-life/netiquette-guidelines-every-online-student-needs-to-know/>>