

Student Email

Everett Public Schools uses Microsoft's Office Outlook as an email provider as well as Office 365 for Education for staff and students. In Office 365 for Education staff and students are provided online applications, file storage and starting in 2017-18 email beginning with high school students.

All district email accounts are archived, searchable and subject to investigation and public records requests. The accounts are provided to students for instructional purposes only.

The student email account is an Outlook account and it is recommended students utilize the Outlook Online for greatest versatility. The account is provided to students for use as part of the instructional process, in support of learning.

Everett Public Schools also provides education in digital literacy, safe internet use, and digital citizenship. In brief, students should always endeavor to do no harm to others through the use of district technology.

Best Practice

The student Acceptable Use Policy covers email as well as other technologies. Below, is a general summary of best practice guidelines related to email.

1. There is no expectation of privacy for district email accounts.
2. 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.
3. Email accounts will be a combination of first initiallastname @stu.everettsd.org and possibly an additional number if another student has a similar combination.
4. Take care to protect passwords and ensure account security:
 - Change your passwords regularly.
 - Always use appropriate language.
5. Send and read email at appropriate times, outside class instruction.
6. Check email daily.
7. 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.
8. Tell an adult if you receive email from an unknown, or inappropriate sender.
9. When sending email proofread and spellcheck to ensure correct grammar and punctuation.
10. Never send an email from an account other than your own.
11. Email is to be used exclusively for school related communication.
12. There is no expectation of privacy for district email accounts.

Netiquette

1. 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.
2. Sarcasm can (and will) backfire. Sarcasm can be incredibly difficult to understand the commenter's intent. As a rule of thumb, it's best to avoid sarcasm all together in an online classroom.
3. Attempt to find your own answer before sending an email with a question. For questions related to class structure such as due dates or policies, refer to your syllabus and course FAQ. Attempt to find the answers to any other questions on your own using a search engine like Google or Bing. Relatively simple questions can usually be answered within seconds—which saves everyone time. If your questions remain unanswered after a bit of effort, feel free to bring them up with your instructor.
4. Stop ... grammar-time! Always make an effort to use proper punctuation, spelling and grammar in emails. Emails are more formal than texting.
5. 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* words.
6. Brevity rules
Keep email messages short and to the point. Focus on the essential information. This will ensure your question doesn't get lost in the noise and saves time for everyone involved.
7. Read first
Take some time to read through each of the previous string of emails before writing your own response. Remember, time is precious and communication can move fairly quickly. Take the time to absorb all of the information before crafting your reply.
8. Don't over share
Personal information is valuable to identity thieves, so try not to share more than is necessary. A good rule of thumb to follow is if you're comfortable standing up in front of a classroom and saying your message, then it's most likely okay to share.
9. Be kind
Communicating online is unique and the sound of your voice will not always come through in the text of an email.

Other resources for teaching email etiquette:

Common Sense Media lessons

- [Scams and Schemes](#)
- [Stop Think Connect General Tips](#)

Usage tips about Outlook:

- [Microsoft Outlook video training](#)

