

E-Mail Etiquette and Guidelines

Technologies at Lovett are provided for the purpose of supporting the educational mission of the school. Lovett's goals in providing these resources are to promote educational excellence by facilitating resource sharing, innovation, scholarship, research, creativity, and communication. Use of these technologies is a privilege that carries responsibilities and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in school handbooks. It is understood that members of the Lovett community will use all types of computing devices and the school network in a responsible, ethical, and legal manner at all times.

Having an email account as a member of the Lovett community is also a privilege. The following guidelines for the proper use of email are very important, and students not able to follow these guidelines may lose their email accounts.

- Never use someone else's name or account or in any way impersonate another person.
- Take responsibility for what you send to others. Be appropriate.
- Do not ask Lovett teacher to chat with you (although they may invite you to chat with them). You are allowed to ask other students only one time in a 24 hour period if they want to chat. If they decline, you must wait for them to invite you or try again the next day.
- When in Lovett's chat mode, you are not allowed to **name call** or type random letters on the keyboard, filling up the screen.
- Never compromise personal safety by posting contact information about you or someone else (including home, school or home e-mail addresses, full names, telephone numbers, photos of yourself) or by agreeing to meet someone online without prior parental approval.
- Do not respond to any messages that are mean or make you feel uncomfortable. These messages are not your fault. Tell your teachers or parents and let them deal with the situation.
- Do not forward silly joke messages to everyone. Many people see them as unwelcome nuisances.
- Most email applications include a spell checker. Make good use of it.
- Try not to type using only capital letters. Words spelled out in capitals suggest strong emphasis, as though you are shouting or screaming at someone.

- Intentionally transmitting any material or message that contains software viruses, unsolicited advertising, "spamming," or chain letters is not permitted.

It is becoming more common, as people use email for a variety of purposes, for email to be used for marketing, for chain letters, and for pyramid schemes. For example, you might receive a chain letter that claims to be for the benefit of a dying child or promises to make you rich overnight if you send it to five more people, and send \$10 to the person who sent it to you. Do not respond to messages of this type.

- Avoid sending e-mail to large groups of people by using the carbon copy option. Carbon copy (cc) sends your e-mail to every person listed, and it includes each person's email address in the message. This becomes an issue for people who prefer to keep their e-mail addresses private.
- Don't be a novelist. Messages should be concise and to the point.
- Use the subject line to summarize your message.
- **Remember that email is not confidential.** It is wise to avoid saying anything you wouldn't write on the back of a postcard.