

*Mill Pond Elementary School
Guidelines for Student Email
Spring 2020*

Please review the information below regarding expectations for using student email accounts. Student emails are a component of the Lacey Township School District Acceptable Use Policy and are incorporated into the Lacey Township School District Technology Agreement that is signed by students and a parent/guardian. Improper use of your email account is considered a disciplinary issue.

When using your email account: DO	When using your email account: DON'T
<ul style="list-style-type: none"> ● Use your email for school-related purposes. <ul style="list-style-type: none"> ○ Emailing your teacher ○ Submitting work ● When emailing your teacher, be mindful that they may not respond immediately if it is outside designated hours. ● Follow the skills of letter writing: Use a greeting and a closing ● You may only communicate within the Lacey Township School District. ● Follow the behavior expectations outlined in our Student Handbook. Students are expected to use appropriate language/content. ● Students are encouraged to check their email once per day. ● Teachers may email students in order to communicate reminders, share coursework, or communicate class-related items. ● Students may send an email to teachers with questions or comments regarding class items. ● Students may send an email to other students in order to collaborate on group projects and assignments. 	<ul style="list-style-type: none"> ● Do not use abbreviations as emails are not and should not be treated as text messages. ● You may not send an email to outside email addresses (gmail, yahoo, etc...) ● You may not use your school email to sign up for newsletters, etc... through outside websites. ● Email should not be used for casual conversations. ● Do not send email messages that are offensive or harassing. ● Students may only use the email account assigned to them. Using another student's email account is considered a violation of the Student Handbook.

