

# Ramsey Jr. High

## Saint Paul Public Schools

### Email Use Policy



1. **Be polite.** This is the first rule because following it will avoid most problems. It encompasses treating others in a manner you would like to be treated. Think about the effect your email can have on others.
2. **Secure your username and password** - You are responsible to maintain the security of usernames and passwords. Not doing so might lead to a situation of fraudulent communication.
3. **Do not lie** - Lying is not tolerated in society at large or in our school. Being dishonest is below the line behavior. Never use someone else's email address to send communications.
4. **Chain letters are prohibited** - Initiating or forwarding chain letters is strictly prohibited.
5. **Respect people's wishes** - Sending email to persons requesting that you not do so is prohibited. This is harassment and violates basic principles of treating others in a manner that one would like to be treated.
6. **Obscene content is prohibited** - Obscene email may not be sent via Saint Paul Public Schools email system. This includes but is not limited to: profane, intimidating, defamatory, harassing, pornographic communication. Such emails are hurtful to others and violate the Respect, Responsibility and Relationships principles at Ramsey.
7. **Do not violate others confidentiality** - Forwarding someone else's message without their permission is prohibited. When someone sends an email they are assuming that it is being received solely by the party being addressed.
8. **Do not send message while upset** - It is a good idea not to send messages when angry or upset. Impulsive behavior frequently causes problems and can be avoided. Take some time to review what you plan to send. Because email can be stored, you can wind up having to defend what you have posted long after the feelings motivating the message are gone.
9. **Do not SHOUT** - Don't type messages in all capital letters. This is known as SHOUTING. It can be offensive. Avoiding offense goes along with the principle that requires that we treat others with respect.
10. **Don't reply to all recipients** - unless you are sure that all the recipients need to see your response. This can waste people's time. Further, it can create unnecessary confusion.

11. **Check the information and recipients in your message before sending.** Do not send an email with information that might embarrass you or others. It is easy to accidentally attach a wrong file or respond to an entire list. It is good to assume that anything you write might be forwarded to third parties. You should consider the potential embarrassment to anyone who might view your comments.
12. **Consider Carefully what you write;** it's a permanent record and can be easily forwarded to others.
13. **Use a descriptive subject line.** Many people will only read messages with subject lines. It helps your recipient to know the content of the message.
14. **Protect your email address and username and password.** Do not share your username and password with others who you do not know or trust. The account is in your name you are responsible for the security of your account.
15. **Know what you are getting into.** Many websites ask for your email address to sign up for something. Be careful you know what the intentions of the website are, many websites use your email to sell to spam companies and send you unwanted email. Websites may mislead you by claiming you were signing up for a fan club, newsletter or other group.
16. **Never assume that your email is totally private.** Your email account belongs to the school district and it retains the right to access your email and disable the account when warranted. Your email is an electronic record of communication. If you wouldn't write it down on paper to someone, don't email it. *Remember*, your name is associated with your account.
17. **Your email account is for school related communication.** The use of email for commercial, political or profit-making enterprises is prohibited.

*References:*

Mount Sinai School of Medicine, School email policy,  
[http://www.mssm.edu/studentaffairs/email\\_etiquette.shtml](http://www.mssm.edu/studentaffairs/email_etiquette.shtml)

Barry Associates Recommended Email and Internet Etiquette Guide,  
<http://www.mybestdocs.com/etiquette.html>