

## Lower School Email Expectations

Updated 10/05/13

Access to technology is a privilege, not a right. This privilege may be taken away at any time. Use of technology in an unacceptable manner will result in appropriate disciplinary action. Lovett School provides technology and Internet access for its community because of its importance as an educational resource. As such, use of Lovett's technology is to be used primarily to further the school's educational goals. At all times, Lovett's technology is to be used in a responsible, ethical, and legal manner, in accordance with all school rules and policies as stated in school handbooks and elsewhere.

- Never use someone else's name or account, or in any way impersonating another person.
- Do not give out your passwords to anyone, other than your parents and teachers (not even your best friends or siblings).
- You are responsible for what you send to others. Be courteous, considerate, and responsible when writing an e-mail message. Communication via e-mail is often considered informal; however, when using your Lovett email account we expect you to follow your teachers' guidelines that include the following:
  - Use the **subject line** to summarize the message.
  - Write in full sentences that includes punctuation.
  - E-mail has a **spell checker**. Your teachers will expect that you are using it.
  - E-mail messages should be concise and to the point.
  - Always end your email by typing your name even if you have a signature field.
- Lovett students do not compromise their safety by posting personal contact information about themselves or others. This includes full names, home addresses, home or school e-mail addresses, telephone numbers, or photos of themselves or others.
- 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 anyone.
- Refrain from typing exclusively with capital letters. Words spelled out in capitals suggest severe emphasis, and oftentimes imply a stronger tone than what is meant by the sender.
- Never open e-mails that you receive unless you recognize the sender. If you receive an email from someone you do not know let your teacher know and s/he will handle it.
- Do not enter online contests, sweepstakes, or giveaways. Usually these are just gimmicks to try to get your email address so companies can send you spam.
- Intentionally sending any material or messages that contain software viruses, unsolicited advertising, "spamming," or chain letters is not permitted.
- **Remember email is not confidential.** Students should never say anything via email that they wouldn't mind seeing on the school bulletin board.

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### **Lower School Student email permission setup:**

***Conduct*** - Students are responsible for good behavior just as they are in a traditional school building. Communication with others should always be course related.

Our Gmail system controls to whom email messages can be sent and who can receive them:

- Students may send emails to their teachers with questions or comments regarding class.
- Students may send email to other students to collaborate on group projects and assist with school classes.
- Lower school students can only receive and send emails from within the Lovett community domain.
- Students need to remember that there will be no expectation for faculty to answer student email outside of the regular work day, although they certainly may if they choose.

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### **"Netiquette" involves the same principles as plain old etiquette:**

- Basic courtesy and respect.
- Never write anything that could hurt another person.
- Respect and treat others as you would want to be treated.
- Think before you send.
- Remember, the person receiving the email cannot see your face so they can't tell when you are joking.