

Dos

- ✎ Maintain the thread, by replying to messages rather than starting a new message.
- ✎ Add an automatic signature to your e-mail so people will know who sent it (students may not wish to do this).
- ✎ Keep messages concise and to the point; no one has the time or the inclination to read your novel.
- ✎ Respond to a longer message in sections by quoting the original message and writing your response beneath each section.
- ✎ Be polite and positive — this applies to all written communications.
- ✎ Learn to use the features of your particular e-mail system by using the Help menu.

Don'ts

- ✎ Print out your e-mail messages—reduce paper use by saving messages in a folder, if you must preserve them.
- ✎ Overuse exclamation points.
- ✎ Send an e-mail in all UPPERCASE LETTERS—this amounts to shouting.
- ✎ Comment on grammar or punctuation.
- ✎ Send chain letters (they are illegal).
- ✎ Send a mass-mailing advertisement.
- ✎ Send tasteless jokes (your sense of humour may not be shared by others).
- ✎ Expect an immediate answer—people deal with e-mail messages on their own time; if a message needs an urgent reply, use the telephone.

There is no such thing as private e-mail

E-mail may be:

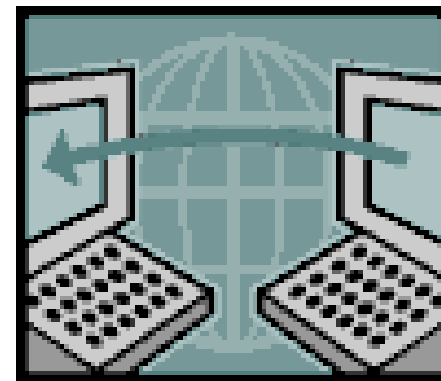
- ◆ Read by the system administrator
- ◆ Saved on the central hard-drive as the system is backed up
- ◆ Saved on your computer's hard drive automatically
- ◆ Monitored by the District or your school
- ◆ Forwarded to someone else
- ◆ Sent in error to someone

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(Coquitlam)**

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**School District No. 43
(Coquitlam)**



*Appropriate Use
Guidelines
For E-mail*

School District No. 43 (Coquitlam)'s district-wide network provides data communication links among all district sites and a high-speed connection to sites outside the district including the Internet. While these technologies offer valuable learning experiences for staff and students, there are also some potential hazards.

Take Action

If you receive a harassing e-mail and cannot resolve the problem informally, please proceed with a written or verbal formal complaint as outlined below:

Students' Procedures:

- ◆ Students should find assistance from a teacher, counselor, administrator, parent, and/or a trusted adult.
- ◆ Student complaints should be directed to the school principal.

A student accused of harassment will be notified in writing at the earliest opportunity by an administrator.

Students may be accompanied by a person of their choice for moral support during any proceedings relating to the investigation of the complaint, providing no costs are incurred by the School District.

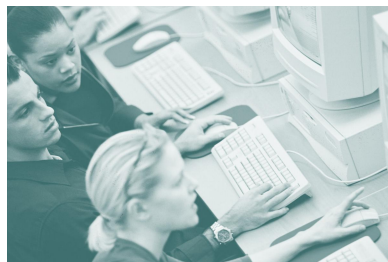
No student should be subjected to revenge, threat of revenge, or discipline as a result of filing a complaint of any kind.

It is recognized that false complaints may damage the reputation of, or be unjust to, students and therefore individuals will be held accountable for deliberately making a false claim.

E-Mail Uses

- ◆ Sending and receiving electronic messages.
- ◆ Sending and receiving files (called attachments). These can include:
 - photos
 - Web site addresses
 - video
 - music
 - documents
 - greeting cards

You may have a variety of Web based e-mail accounts. At school, you may only use your school e-mail account only for educational purposes.



Definitions

Flame—a verbal attack in electronic form—can be comprised of not-so-nice words and various forms of insults and put downs.

Spamming—the repeated posting of the same message to a news group in an effort to be obnoxious.

Instant Messaging (IM)—like a discussion group, but in real time. Discussions can be more personal than in a discussion group.

Real time—interacting with others via instant messaging where responses are immediate, like in a real conversation.

Distribution lists—group e-mail addresses—one address serves multiple e-mail recipients.

Personal Contacts—a personal list created by an individual of e-mail addresses of friends and contacts for quick reference.

All student e-mail addresses within the school district follow a standard format:

*Site number—first initial last
name@students.sd43.bc.ca*

(e.g. jdoe@students.sd43.bc.ca)

All staff e-mail addresses within the school district follow a standard format:

First initial last name@sd43.bc.ca

To contact us, use the feedback form on our Web site at: www.sd43.bc.ca.