



Morton Community Unit School District 709

Providing an Education to Last a Lifetime

Email Etiquette

District 709 has created student Exchange accounts that will allow students better communication with staff and peers through email. The Exchange accounts will also allow students to access tools, such as a personal calendar and tasks, which will help them stay organized.

The Exchange accounts are intended to enrich the educational experience in District 709. For these reasons, it is important to use proper etiquette to make this education tool beneficial to the learning process. Some guidelines to follow are:

- Email should be used solely for educational purposes.
- Email should contain short, informative subject lines.
- Email should use proper greetings (Ms. Smith, Mr. Johnson).
- Emails should be polite, contain complete sentences, use proper grammar and proper punctuation.
- Emails should be concise, factual notes, meant to convey information. Tone is not easily communicated in emails, so be careful as to how you express your thoughts.
- Emails should only contain information that could be published or shared. Emails aren't private and can be viewed by designated staff members.
- Emails should not contain inappropriate material. Remember, these accounts are for educational purposes.
- If you receive an inappropriate email, please forward it to your teacher and delete from your account.
- Regularly check your Exchange account for calendar events and new emails.
- Keep your inbox organized. Delete old messages, including sent messages and use folders to organize important messages. Empty the deleted folder periodically.

An Exchange account is a beneficial educational tool if used well. It can be a valuable resource for developing skills you'll use for a lifetime. If you do experience any inappropriate communication, please report right away to a staff member so the situation can be quickly corrected.