

E- Mail



Sending the Right Message

- + Don't send insulting e-mails (HOW CAN YOU NOT HAVE DONE THAT!)
- + Don't write anything you would be embarrassed for others to see.
- + Don't use abbreviations people might not know e.g. BTW (By the way)
- + Don't discuss sensitive issues.
- + Don't send inappropriate material- it could be misunderstood.

- + Do remember to be careful with spell checkers.
- + Do make any request early in an e-mail- you can't assume people will make it all the way to the end.
- + Do consider whether tricky subjects are best dealt with face-to-face or by the telephone.
- + Do think before you press the send button.
- + Do be careful what you say- you cannot control who will read your comments.

Remember:

- 📄 E-mail is insecure. Compare it to sending a post card - anyone who receives it can read it.
- 📄 E- mails are hard to destroy. Don't assume that deletion means it's gone for ever. Electronic documents are backed up and recoverable.
- 📄 Refer to the boards internet and e-mail usage policy-

You have a responsibility not to:

- waste time or resources;
- expose the network to risk of corruption;
- breach any law or statute;
- bring the school into disrepute.

Remember - E- mail is a fast and easy way to communicate non confidential information. Don't do any thing that will harm you privately or professionally.