



Staff Email Guidelines

- Email is not private and could be forwarded. Personally identifiable information, such as full student names, is permissible in email communications but can become public record through a subpoena.
- District email is not for personal use or illegal activity.
- If responding to a parent email containing the full name of the student you should indicate that your response is intended only for the receiving party to maintain confidentiality.
- To help people process email quickly: (1) Use a comprehensive, specific subject line; (2) Make the gist of the message clear at the beginning since many staff use the three line preview feature; (3) Use the priority settings only if appropriate.
- To reduce the volume of email and to ensure confidentiality: (1) Send replies only to the specific person or persons who need to see them; (2) If a back-and-forth exchange is likely to occur, unless others can contribute, wait for the conclusion of the “thread” before including them; (3) Send advertisements, anecdotes, or other “outside” communications only to people you are certain wish to receive them.
- Not every communication is appropriate for email. Difficult or negative messages are best conveyed person-to-person.
- It pays to re-read what you have entered before pushing SEND, and to think about how the message will be interpreted by the recipient. Be brief and clear but complete. Never send an email in anger. Emoticons can help 😊
- DON'T SHOUT! Use of the Caps Lock key and Bold feature can be misinterpreted. Use them sparingly.
- Keep the message simple – use attachments or shared drives for lengthy documents.
- When replying to a long message, consider deleting unnecessary parts of the initial sender's message.
- You may need to ask permission before forwarding some messages.
- Do not forward a message, such as a warning of the latest computer virus, unless you know it to be true. When in doubt, consult the HELP DESK (x3911).
- Attachments can carry viruses. Don't open unexpected or suspect attachments. Another good way to share files is by using shared drives.
- Use auto-reply when you will be away from your email so others know you are not available to respond.
- Set aside time each day to read your email; avoid checking it repeatedly throughout the day.
- Organize your inbox. Set up folders, delete trash regularly, etc
- Hourly employees (classified) should not check district e-mail at home. Checking district e-mail at home is considered working and the district would be required to pay you for the time.