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Patrick Kelley  
Superintendent

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Good evening Parents/Guardians and Students in grades 6th-12th,

Please carefully read the following 'Email Etiquette' notice that applies to all student email accounts.


## Student Email Etiquette

Common Sense Rules to using school communication



### Basic Email Overview

 <b>Overview Info</b> <ul style="list-style-type: none"><li>All students are provided an mvusd.org email</li><li>Email may be accessed anytime</li><li>Email should only be used for school purposes.</li></ul>	 <b>Email Style</b> <ul style="list-style-type: none"><li>Keep messages to the point</li><li>Do not use ALL CAPS</li><li>Always include your name and period if you are emailing a teacher</li></ul>
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### Email Content

 <b>Basics</b> <ul style="list-style-type: none"><li><b>Think of an email as a note</b> you are passing to your friend in class. While not 100% monitored, <b>it is 100% NOT private.</b></li><li><b>Do not email things you would be embarrassed if your parents/guardian saw.</b></li><li><b>Filters flag words</b> that are inappropriate, such as: profanity, drugs or illegal activities, hate speech and violent words. <b>These emails may be addressed by school administration and students can be disciplined.</b></li><li>Before hitting send, re-read and make sure email content is appropriate for school.</li></ul>
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### Protect Your Email

 <b>Report</b> <ul style="list-style-type: none"><li>Report inappropriate or abusive messages from other students to your teacher, counselor or parent.</li></ul>	 <b>Protect</b> <ul style="list-style-type: none"><li>Do not give your MVUSD passwords to anyone.</li><li>Only use your district email for school, class, or educational purposes!</li></ul>
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