



Our Lady of Mt Carmel School Mullewa

EMAIL PROTOCOL FOR STUDENTS

Please observe the following rules and courtesies while using the email services at Our Lady of Mt Carmel School. Failure to do so could result in the withdrawal of your internet and e-mail privileges.

DO's

- Do think before sending your e-mail. Is it appropriate? How will it be received?
- Do obtain permission from your teacher before sending an attachment with your email.
- Do report any emails that you receive which you consider to be threatening or offensive to your teacher.
- Do consult your teacher if in doubt.
- Do reply to emails where a reply is requested.

DON'Ts

- Do not send emails to the whole school. This will result in the closure of your email account.
- Do not send messages that might offend the recipient. Intimidation or bullying of people through email will not be tolerated.
- Do not use offensive language or images in you emails.
- Do not respond to chain letters or requests to forward emails to other people no matter how convincing the reasons for the request may be.
- Do not type emails all in upper case or capitals. This is the internet equivalent of shouting.
- Do not 'bomb' other students with large amounts of meaningless emails. This clogs up the network and will be dealt with accordingly.
- Do not waste your time sending unnecessary emails. You do have better things to do with your time!