Email Etiquette

If you're going to send an email to an adult like your teacher, there are certain guidelines and formats to follow:

1. **Use your SPS email address @seattleschools.org**
2. **Use a Clear Simple Subject line**
   - Summarize the content of the email in a few words.
3. **Begin with a Greeting**
   - Hello, Good morning/afternoon and include the person's name and title like Mr./Ms., or Dr.
4. **Be Concise**
   - Make sure your writing is brief and to the point.
5. **Add a Conclusion to Your Email**
   - You can thank them for reading your email and sign off with "Sincerely" or "Best" with your name
   - Include the name of your class and period number like "Biology Period 3"
6. **Check (Double Check) Your Email Before You Send It**
   - Make sure you have said everything that you needed to say.
   - Check for common grammatical, spelling, and punctuation errors.

For the complete professional email guidelines, check out the blog, "A Comprehensive Guide to Email Etiquette for High Schoolers" by Sadhvi Mathur (July 20, 2017)

Be Internet Awesome

Having digital tools and resources that are accessible through the internet like SPS Email and Microsoft Teams comes with certain responsibilities. The same norms and rules that apply to behavior in school applies to how you behave when you communicate and interact with others online. In addition, there are things to be aware of when it comes to online safety and security. Here is a poster with some tips on how you can be **Internet Awesome**.

SPS Student Use Network Agreement

Remember those agreement forms that were handed out at the beginning of the school year? Probably not. As a reminder, "Use of the Seattle Public Schools network is a privilege and all students must read and agree to follow the network rules to use your network account." Just be aware that "School district personnel have the right to review any material sent, mailed, or accessed through a District computer or District provided network account." Here is a link to the Student Internet Forms on the SPS website. Scroll down to the bottom of the web page and click on the language that you prefer to read the agreement.