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Regulation guidelines for e-mail use are recommended for use by all Brookfield Public School staff.

- Be concise and to the point .
- Answer all questions, and pre-empt further questions .
- Use proper spelling, grammar and punctuation .
- Personally address each e-mail . Use templates for frequently used responses .
- Reply to e-mail within at least 48 hours .
- Do not attach unnecessary files .
- Use short paragraphs with blank lines between each paragraph .
- Do not write in CAPITALS .
- Use "reply" rather than "new mail" to include the message thread .
- Add disclaimers to your email .
- Read the email before you send it .
- Do not overuse "Reply to All " .
- Mailings use the bcc field or do a mail merge .
- Use abbreviations and emoticons sparingly .
- Do not forward chain letters .
- Do not request delivery and read receipts .
- Do not ask to recall a message . Do not copy a message or attachment without permission .
- Do not use email to discuss confidential information .
- Use active instead of passive voice . Avoid using URGENT and IMPORTANT .
- Avoid long sentences .
- Do not send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks .
- Do not forward virus hoaxes or chain letters . Keep language gender neutral . Do not reply to spam

Regulation Adopted:5/21/03

BROOKFIELD PUBLIC SCHOOLS  
Brookfield, Connecticut

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