

COALDALE CHRISTIAN SCHOOL

"Your word is a lamp unto my feet and a light for my path" Psalm 119:105
2008-8 Street Coaldale, Alberta T1M 1L1 Ph: (403)-345-4055 Fax: (403)-345-6436

office@coaldalechristianschool.com
www.coaldalechristianschool.com



Student Email Accounts - FAQ

Why would I use my school email account?

Your school email account is an excellent tool for **professional** communication. Here are some examples on how you can use your school email account:

- *Communicate with your teachers:* You can use your school email to ask your teachers for help with homework or to provide feedback.
- *Communicate with classmates:* You can use your school email to share information when working together on an assigned project with other classmates. You can also use your school email account to coordinate class and club activities.

What is my school email address?

Your school email address is in the form:
Firstname.lastnamegraduatingyear@coaldalechristianschool.com
For example, if your name is *John Smith* and your graduating year is 2017 then your school email address is *john.smith17@coaldalechristianschool.com*

How do I access my school email account?

Your school email account is provided via Google Apps for Education and it works very similar to "Gmail". You will find a link on your school's home page to access your email, or alternatively email can be accessed at <http://mail.coaldalechristianschool.com>. You will login with your school username (e.g. *john.smith17*). For the password, you will create your own.

What is the difference between your School Email and other email accounts you might have?

Your school email is a professional email account. You should use a **professional tone** in your email communications and use your school email **ONLY for school-related communication**.

Can I use other emails accounts?

We will not block other email accounts. However, teachers will only use your school email address to communicate with you. Under normal circumstances, teachers will NOT contact you at your personal email accounts (*Yahoo, Hotmail etc.*).

Vargas-Dellacasa, Guillermo. "Original Communication to Parents Regarding Student Email." February 2013. *North Hunterdon-Voorhees Regional High School District*. Web. 6 July 2014.

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What is the difference between your school email and other forms of communications, such as IM?

A professional email account is different than instant messenger, chat rooms, and text messaging. The abbreviations and shorthand commonly used in those forms of communication should not be used in a professional setting like a school.

How much information can I store on my school email?

Your school email has a storage capacity of 30GB. We expect this will be enough for the duration of your student life here. However, we encourage you to maintain an organized email Inbox and delete what is not needed.

Will I have access to email during school holiday breaks?

Yes. Your student email account will remain active until you are no longer an active student (e.g. you graduate, or move to another school).

Is my school email private?

We do NOT share your information outside the school. However, student email can or may be reviewed by school personnel, if

warranted or deemed necessary. School administrators if deemed necessary can read all the emails you send or receive with your school email to ensure appropriate use. For regulatory purposes, student email is automatically archived, so there is a copy of every email you send or receive for administrators to review, even if you deleted them from your email.

What is appropriate use of school email?

The use of school provided email, as any other computer service provided by the school, is subject to the guidelines as outlined in the Acceptable Use Policy. Also, please review the "Guidelines for Proper Email Use" document to understand what is ok and what is not when using your school email.

Are there consequences for inappropriate use of email?

Consequences of inappropriate use of student email may include, but are not limited to: loss of computer privileges, or suspension of email account, alternative assignments, detention, in school suspension, and out of school suspension.