net·i·quette  [net-i-ket]
the rules of etiquette that apply when communicating over computer networks, especially the internet.

When sending e-mail messages to any teachers, whether at school addresses or personal addresses, you always need to identify the purpose of your inquiry in the subject line. Because of spam messages and viruses, people are not likely to open messages from addresses they do not recognize unless it has a clear and relatable subject (e.g. English 1-2 Question About Symbolism Project).

Always use professional English, punctuation, and grammar for professional and academic e-mail messages, not “e-speak,” regardless of it being an online-based communication.

Show respect and professionalism through the use of a businesslike greeting with the recipient’s name and a closing that includes your name.

E-mail messages written with a blatant lack of capitalization, use of slang, informal language, and phonetic/incorrect spelling have no place in the professional work place or world of academia. They show disrespect to the recipient and lack of thoughtfulness on the part of the writer.

I check my e-mail often throughout the school day, but never on weekends, holidays, or any weekday when I am not on campus. If you do not receive a response within twenty-four hours, please re-send your original message. During the school year, if you need information immediately, it’s best to visit my classroom, personally.