



Electronic mailing policy

This charter is dedicated to every member of the educative community of the Lycée Français de Prague who uses emails as a communication tool.

1. Emails are to be used sparingly

Limit the sending of emails by communicating in a pertinent way, and by using the communication means that are the most suitable depending on the context. Concerning exchanges between parents and teachers, the use of the home liaison copybook or meetings are often more relevant.

2. Be careful with grouped messages

If you need to send an email to an important number of recipients, write the addresses down in the blind-copying box (Bcc: or Cci:). Therefore, each recipient will not be able to see the entire list of contacts.

Especially avoid taking part in the circulation of chain messages.

3. Select the right recipients

Emails must only be sent to the recipient(s) concerned. Put the recipients who simply need to be informed in the certified copy box (Cc:). If you apply this method well, the recipients in the certified copy box will not need to answer the email, simply to read it.

4. Carefully conceive your messages

« Carve every word before you let it fall » : An email is quickly written, quickly sent, quickly received, and it can be very damaging.

Read and reread sensitive messages, better twice than once. Do not answer right away to the messages which upset you and whatever happens, avoid personal attacks. A good rule to follow would be not to write in an email what you could not say in front of the person in question.

Even though the tone of an email is less formal than that of a letter, strive to respect orthographic and grammatical rules. Do not forget politeness either.

Avoid writing entire words in capital letters. Indeed, the use of capital letters in electronic messages is the equivalent of SHOUTING. It is therefore best not to write complete words in capital letters.

Avoid exchanging confidential pieces of information.

5. Think twice before forwarding an email

You are about to forward a message. But are you sure that the sender does not mind? For disclosing private conversations to a third party may be harmful...