

## Logging In

You can login to your email account anywhere you have internet access.

Follow these steps:

1. Go to the Hawley Elementary School homepage.  
(<http://newtown.hawley.schooldesk.net>)  
Go to the **Students** tab  
Select **Student Email Login**

### 2. Enter your username

The username will be assigned to you. It will begin with your first and last initial. The next four characters will be a randomly assigned number.

For example the username for **Avery Smith** might be as4362

### 3. Enter your password (your student id):

What your email address will look like:

- The domain of your email is: **newtownnps.org**
- Avery Smith's email address would be: **as4362@newtownnps.org**
- You are always responsible for the content sent from your email account.
- Remember never to give your password to anyone.

## Acceptable Use

When you **SHOULD** use your NPSApps email account

Use your student email for:

- **school or class related work.**  
*Examples include corresponding to staff and other students about homework, class assignments, projects, etc.*
- **sharing group projects using Google Docs.**
- **using Google Calendar to share cluster, club and school events.**

When you should **NOT** use your NPSApps email account

Do **NOT** use your student email to:

- **correspond with classmates about events that are NOT school related.**
- **participate in mean behavior.**
- **sign up for online resources or social networking sites that are NOT assigned by a teacher.**

### Important Reminder

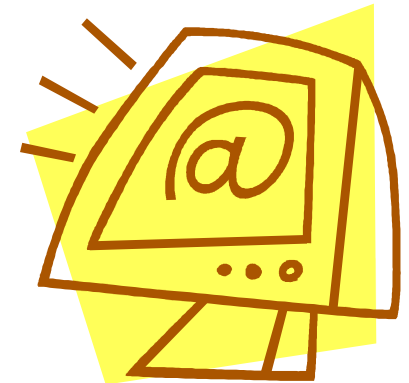
**Student email accounts are the property of Newtown Public Schools and can be checked at any time for appropriate use.**

All students are expected to abide by the Newtown Public Schools Acceptable Use Policy and the NPSApps Permission form which you and your parents signed.

Thank you to the NMS Computer Tech Club.

## Hawley Elementary School

# Guide to 4th Grade Student Email



**Your student email is part of the Newtown Public Schools Apps (NPSApps) account that will give you access to some exciting and useful online tools.**

## Email Safety

It is important that you protect yourself online and while using email. Follow these tips to be sure your time spent communicating with others is safe.

- **Never give your password out to anyone.**

*When an email is sent from your account, you are responsible for the content. If you give your password to another student and they send an inappropriate message to someone else, you are responsible and may lose your email account.*

- **Never give out personal information in an email.**

*Never give out personal information especially to someone you do not know. Personal information could include your full last name, address, usernames and/or passwords.*

- **Your Newtown email account is monitored by the district.**

*Any message you send to another individual should be able to be read by your parents. Never email anything you wouldn't want your parents to read.*

- **If you receive an email that makes you uncomfortable what should you do?**

*If you receive an email that you believe is inappropriate or in violation of the acceptable use policy please :*

*do NOT reply*

*do NOT delete the email*

*print the email if possible*

*tell your parent, teacher or administrator.*

- **What should you do if you think someone is using your email account?**

*If you suspect someone else is using your email to send messages, tell your parent, teacher or administrator.*

## Netiquette (Internet Etiquette)

### The Dos and Don'ts When Using Email

When having a face-to-face conversation with someone, you can see their facial expressions. We understand a lot of our conversation by also noting the facial expression of the person talking to us. We have to be very careful when writing emails since we cannot see the person's face and don't always know if they are joking or being serious.

Follow the tips below to make sure you are not misunderstood:

**Use standard spelling, punctuation, and capitalization.**

*Text messaging shortcuts do NOT belong in school emails. For example "i," "lol."*

**Write an email as if you were speaking to the person face-to-face.**

*Don't email anything you wouldn't say out loud to a person or in school.*

**Always fill in the subject line in an email.**

*The subject line lets the recipient of the email know what the message is about.*

**What you send through email lives forever.**

*Once you click send there is no way for you to take back your email. Emails are easy to forward and share with a lot of people so be thoughtful about what is in your message. Always reread your emails before you send them.*

**Avoid using all capital letters**

*Use of all capital letters in an email is interpreted as **SCREAMING**.*

**Open your email with a greeting.**

*Just like a written letter, your email should open with a greeting like:*

***Dear Mr. Clark or Hello Ms. Smith.***

**Check and respond to your emails in a timely fashion.**

*When someone has taken time to send you an email, be courteous and respond to acknowledge you received the message; even if you just say thank you.*

**Are you wondering if you should send a particular email?**

*Ask your parent or teacher before sending the email in question.*