


Getting Started

Logging In

You can logon to your email account anywhere you have internet access. Go to the Greenville County home page (www.greenville.k12.sc.us) and click on the mail icon  in the top right corner (under the picture). Click on Student Email and a login box will appear.

Your email account username is your first letter of your first name, the first five letters of your last name, and the last four digits of your lunch number. (**jsmith2532**)

Your password is your birth date. Be sure to type it in using the following format mmddyy (**041378**)

Changing Your Password

Once you have logged into your email, you will need to change your password to something you will remember.

- Go to options (bottom left corner)
- Scroll all the way down through the options screen
- Click on Change Password to change it to something you will remember. Never give out this password to anyone. Remember, you are always responsible for the content sent from your account.

A Note to Parents

Dear Parents,

Our number one priority is your child's safety while at school and online. Email can be used in many ways to help support the instructional process in the classroom. We hope that as we instruct teachers on how to use email projects in their classroom that all students will understand the increasingly global society we live in. For more information on your student email account, please visit http://www.greenville.k12.sc.us/district/support/ets/instruct/docs/letter_to_schools.pdf



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Guide to Student Email



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.

- **Change your email password as soon as you get your email account.**

Your password is automatically set to your birth date (mmddyy). This information is not private so you need to change it immediately to something you will remember.

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

Remember, 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 over email.**

Never give out personal information to others online, especially if it is someone you do not know. If at any time you are uncomfortable with an email message sent to you, let your teacher or parents know.

- **Remember, your Greenville County email account is monitored.**

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

Acceptable Use

All students are expected to abide by the District Acceptable Use Policy and the Email Acceptable Use Policy. You agree to the terms and conditions below by accepting and using your Greenville County Email account.

- **I will not use email to bully, harass, or threaten other students or individuals**
- **I understand that email is provided to me by the district and is district property. The district reserves the right to access a student's email account at any time if misuse is suspected**
- **I understand that my email account is filtered and that any message written containing inappropriate language or content will not be delivered**

We want all students to have access to email in order to communicate with others and complete online projects. However, any student violating the terms and conditions listed above may have their email account disabled. Please be sure that all communication is appropriate.



Email Etiquette

When you have 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 email 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.

- **Never use all capital letters.**

If you write a message in all capital letters, it is generally assumed in the email world that you are shouting at the person.

- **Don't write anything you wouldn't say in school.**

Remember, your email is filtered for inappropriate language and conversation. Never write anything to another person that you wouldn't say out loud at school.

- **Never send threatening email to other people.**

Threatening another student online through email is just like threatening them in person. Never threaten someone, even jokingly. Disciplinary action will be taken if a student threatens others online.

- **Always fill in the subject line in your email.**

Everyone receives a large amount of email these days. Always include a subject line so the recipient of the email knows what the message is about.