Email Policy

Learners - 2016

This document provides principles which all RGHS learners must adhere to while making use of their Rhenish email account.

1.   Code of conduct

When making use of a Rhenish account, @rhenish.co.za, the learner is identifying herself with the school and, therefore, all interaction on this account falls under the General Rules and Disciplinary Procedures set out in the Code of Conduct.

2.   Separate personal and school emails

The Rhenish email account must be used for all school related activities. However, learners should refrain from using it for their personal emails.

3.   Proper spelling, grammar, and punctuation

Improper spelling, grammar, and punctuation portray an unprofessional impression; it also makes reading difficult and can even change the meaning or obscure the meaning of the text. Use the spell checker to ensure that all words are spelled correctly.

4.   Acceptable tone

Tone can be defined as an "accent or inflection expressive of a mood or emotion". While it is difficult to reflect tone in writing, one wants to make sure to come across as respectful, friendly and approachable; a short, demanding and rude tone must be avoided.

5.   Inappropriate language

When inappropriate words appear in an email, the system admin will automatically flag it and forward the email to the Grade Head.

6.   Do not forward chain letters

It is against the policy of the Provincial Government of the Western Cape to use school email facilities to forward chain letters (including hoaxes and other spam).

7.   Do not send emails containing objectionable remarks

Do not send emails containing libelous, defamatory, racist, sexist or otherwise offensive remarks. Even just forwarding an email containing such comments may make one reprehensible and result in disciplinary action.

8.   Expectation of privacy

Even though all efforts are made to respect the privacy of learners, learners should be aware when making use of their Rhenish account that their emails can be accessed by the principal as evidence in disciplinary procedures.

Name of learner: _____

Signature of learner: _____

Name of parent/guardian: _____

Signature of parent/guardian: _____

Date: _____