

E-mail Signature Policy

In an effort to be consistent and to help with our branding all employees, board members or volunteers with an official school email account will be required to abide by the following email signature guidelines.

What should be included in an e-mail signature

- Full name, job title, school mailing address, telephone and fax numbers, web site address, approved list of school partners and a confidentiality statement.
- This should be in plain text format to easily accommodate all types of users.
- The school logo may be used but is not required.

Confidentiality Statement Sample:

This e-mail message, including any attachments, is for the sole use for the intended recipient and may contain confidential and privileged information. Any unauthorized review, use, or distribution is prohibited. If you are not the intended recipient, please destroy all copies of the message.

What should not be included in an e-mail signature:

Elements that should not be included in e-mail signatures include colored text, very large or complicated fonts, images, clip art or personal quotes. Faculty and staff should also refrain from using background images or stationary in their e-mail correspondence.

Sample Signature



Jane Doe
First Grade Teacher
435-xxx-xxxx

800 W Montauk Lane
Stansbury Park UT 84074

www.bonnevilleacademy.org

Special thanks to our partners: XYZ Company, TQR Association, University of STEM

This e-mail message, including any attachments, is for the sole use for the intended recipient and may contain confidential and privileged information. Any unauthorized review, use, or distribution is prohibited. If you are not the intended recipient, please destroy all copies of the message.