



# NORTHMEAD JUNIOR SCHOOL

## Managing e-mail Policy

### Overview

This managing email policy was created to safeguard the pupils at Northmead Junior School from any form of inappropriate use of technology. It sits alongside all e-safety policies already in place. As a school we recognise that technology plays an important and positive role in children's lives, both educationally and socially. We are committed to helping all members of our school community to understand both the benefits and the risks, and to equip children with the knowledge and skills to be able to use technology safely and responsibly.

The following Policy is based on Department for Education guidance, in collaboration with South West Grid for Learning (SWGfL).

### School Aims

Our managing email policy reflects our school aims which are:

- To provide a broad and balanced curriculum that ensures each child has a high quality, stimulating, varied and inclusive learning experience, which encourages creativity, enjoyment and excellence.
- To build committed, supportive and effective teams, operating within a united whole.
- To develop self esteem and a positive attitude towards others.
- To raise each child's expectation of what they can achieve both now and in preparation for adult life

### Policy Aims

The aims of this policy are to ensure that:

- Pupils, Staff and Parents are educated to understand how to use emails safely and appropriately and what its consequences of inappropriate use can be
- Knowledge, Policies and Procedures are in place to prevent inappropriate use of email in school or within the school community
- There are measures in place to deal effectively with cases of inappropriate use of email
- The Leadership team monitor the effectiveness of prevention measures

### This school:

- Does not publish personal e-mail addresses of pupils or staff on the school website. We use anonymous or group e-mail addresses, for example [info@northmead.surrey.sch.uk](mailto:info@northmead.surrey.sch.uk) / [head@northmead.surrey.sch.uk](mailto:head@northmead.surrey.sch.uk) / [contactus@northmead.surrey.sch.uk](mailto:contactus@northmead.surrey.sch.uk) for communication with the wider public.
- Will contact the Police if one of our staff or pupils receives an e-mail that we consider is particularly disturbing or breaks the law.

- Manages accounts effectively with up to date account details of users.
- Reports messages relating to or in support of illegal activities to the relevant Authority and if necessary to the Police.
- Knows that spam, phishing and virus attachments can make e mails dangerous. We use a number of technologies to help protect users and systems in the school, including desktop anti-virus products, plus direct email filtering for viruses, Trojans, pornography, phishing and inappropriate language. Finally, and in support of these, there is an additional filter in place which monitors and protects our internet access to the World Wide Web.

### **Pupils:**

- We use email with pupils and lock this down where appropriate.
- Pupils are introduced to, and use e-mail as part of the IT scheme of work.
- Pupils can only receive external mail from, and send external mail to, addresses if the filtering rules have been set to allow this.
- Pupils are taught about the safety and ‘netiquette’ of using e-mail both in school and at home i.e. they are taught:
  - to use SMART rules to help them remember e-safety rules
  - not to give out their e-mail address unless it is part of a school managed project or to someone they know and trust and is approved by their teacher or parent/carer;
  - that an e-mail is a form of publishing where the message should be clear, short and concise;
  - that any e-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper;
  - they must not reveal private details of themselves or others in e-mail, such as address, telephone number, etc;
  - to ‘Stop and Think Before They Click’ and not open attachments unless they are sure the source is safe;
  - that they should think carefully before sending any attachments;
  - that embedding adverts is not allowed;
  - that they must immediately tell a teacher / responsible adult if they receive an e-mail which makes them feel uncomfortable, is offensive or bullying in nature;
  - not to respond to malicious or threatening messages;
  - not to delete malicious or threatening e-mails, but to keep them as evidence of bullying;
  - not to arrange to meet anyone they meet through e-mail without having discussed with an adult and taking a responsible adult with them;
  - that forwarding ‘chain’ e-mail letters is not permitted.
- Pupils sign the school Agreement Form to say they have read and understood the e-safety rules, including e-mail and we explain how any inappropriate use will be dealt with.

### **Staff:**

- Staff only use school e-mail systems for professional purposes
- Never use email to transfer staff or pupil personal data.

- Staff know that e-mail sent to an external organisations must be written carefully, (and may require authorisation), in the same way as a letter written on school headed paper. That it should follow the school ‘house-style’:
  - the sending of multiple or large attachments should be limited, and may also be restricted by the provider of the service being used;
  - the sending of chain letters is not permitted;
  - embedding adverts is not allowed;
- All staff sign our Acceptable Use Policy to say they have read and understood the e-safety rules, including e-mail and we explain how any inappropriate use will be dealt with.

## **Appendix 1 – further information**

### **How will e-mail be managed?**

E-mail is now an essential means of communication for staff in schools and everyday life. Directed use of regulated e-mail in schools can bring significant educational benefits, increases the ease of communication with parents and within the school community and facilitates local and international school projects. However, e-mail can provide a means of access to a pupil that bypasses the traditional school physical boundaries. The central question is the degree of responsibility for self-regulation that may be delegated to an individual. Use of freely available, unregulated email within a school is not appropriate.

### **Technology:**

Spam, phishing and virus attachments are all potential risks to be considered. Filtering software must be used to stop unsuitable mail. The school’s filtering provision is highly efficient in this respect, although it should be stressed that the technology only forms part of the protection strategy and should not be relied upon in isolation. Instead, it should be used alongside good classroom and supervisory practices, user education, and diligent individual behaviour.

Regulated email is filtered and accountable. Use may also be restricted to approved addresses and filtered for unsuitable content and viruses.

Staff can be given a school email account but this must only be used for teaching and learning purposes with pupils

**If you have a serious child protection issue using email you should refer this to your LA or other appropriate authority, (e.g. a child’s disappearance may require investigative access).**

### **Procedures:**

In the school context, e-mail should not be considered private and most schools, and indeed Councils and businesses, reserve the right to monitor e-mail. There is a balance to be achieved between monitoring to maintain the safety of pupils and the preservation of human rights, both of which are covered by recent legislation.

The use of personal e-mail addresses for professional purposes, such as Hotmail, must be avoided by all staff working in schools. Staff should be required to use the appropriate LA system for professional purposes.

Email should not be used by staff to transfer information about pupils.

**Education:**

Staff and pupils need to be made aware of the risks and issues associated with communicating through e-mail and to have strategies to deal with inappropriate e-mails. This should be part of the school's e-Safety and anti-bullying education programme.

Pupils need to understand good 'netiquette' style of writing, (this links to English) and appropriate e-mail behaviour

The policy was approved by the governing body on:

Signed :.....

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| Date of review      | Autumn 2018 |
| Date of next review | Autumn 2019 |