St Thomas More RC Primary School

Pupil Email Policy

Statement of intent

Whilst our school promotes the use of technology and understands the positive effects it can have on enhancing pupils' learning and community engagement, we must also ensure that technology is used appropriately. This email policy outlines the key provisions we expect pupils to adhere to whilst using the school's network to email people. Pupils should recognise that we have created email accounts to help enhance their learning experience and the emails should only be used for school-based work.

Mission Statement

Based on the teachings of Jesus Christ and the Church and with the help of everyone As Servants of God, we follow in the footsteps of Jesus Christ. Through His love, we guide each member of our family on their own spiritual and learning journey to achieve and grow.

We Love, We Learn, We Live with Christ.

Signed by:

	Headteacher	Date:
	Chair of governors	Date:

1. Important school policies

1.1. This policy will be implemented alongside the following school policies:

- ICT Policy
- Twitter Policy
- Behaviour Policy

2. Responsibilities

2.1. Pupils will be responsible for:

- Working in line with this policy at all times when using school emails.
- Following the rules outlined in this policy.
- Adopting a polite and professional tone to emails, making sure that nothing is sent out of anger or in a way that could be interpreted as bullying.
- Reporting any issues of concern to teaching staff or parents.
- Keeping personal details private and not sharing passwords with friends, peers or others on request.
- Using school email accounts is to be used for school-related work, communicating with school friends and school staff. During the time of school closure the pupils may use the emails to keep in touch with friends within school.
- Good housekeeping of emails and ensuring all unwanted emails are deleted.
- Using school emails to communicate with staff where necessary.
- Logging in and out of the school's network using their own credentials.
- Reporting any virus, technical fault or suspicious attachment to teaching staff or parents.
- During the time of school closure pupil will be using data available at home – home wifi or cellular data
- During the time of school closure try to use school hours to communicate with staff and friends.

2.2. Teaching staff will be responsible for:

- Informing children how to set up email account
- Informing pupils about what a suspicious email looks like.
- Telling pupils what to do if they receive a suspicious email.
- Listening to pupils' concerns and taking the relevant action.
- Ensuring pupils are using emails securely.

- During current school closure only replying to pupil emails within school hours unless they are using other times of the day to keep communication links (this may be due to illness, being on the rota for Key worker provision or own family circumstances)

- Keeping a professional tone to all emails to pupils

3. Definitions

3.1. For the purpose of this policy, "**computers**" refer to all devices that can be used to access school emails.

3.2. For the purpose of this policy, "**emails**" include all internal and external emails and direct messaging on social media accounts linked to the school.

3.3. For the purpose of this policy, "**inappropriate**" emails are anything that contains extreme, terror-related, sexist, homophobic, bullying, defamatory or criminal language.

4. Acceptable use of emails

4.1. Online contact must always be appropriate and friendly.

4.2. Pupils will report any use of emails to bully or harass individuals.

4.3. Any incidents of bullying or harassment will be dealt with formally, in line with the school's Behaviour policy/ removal of ability to use email account.

4.4. Pupils will only use their own login details to access the school's network – under no circumstance will they use someone else's credentials.

4.5. Pupils found to be sending emails that contain offensive language will be disciplined in line with the Behaviour policy/ removal of ability to use email account.

4.6. Pupils will not copy, download or forward material which clearly breaks the law or contains suspicious content – pupils will be taught what these emails look like.

4.7. Pupils will not send or request inappropriate content at any time.

4.8. Pupils will not share their school email address on any website or forum. Pupils found to have shared their school email online will be disciplined in line with the school's Behaviour policy/ removal of ability to use email account.

4.9. Pupils will ask parents to post, using own parents account, any activities on Twitter. They will not post their email accounts. This will be in line with the Twitter policy.

5. Reporting suspicious and inappropriate content

5.1. The school will investigate individuals' emails if they are suspected to be inappropriate, malicious or threatening.

5.2. If pupils receive any threatening, suspicious or inappropriate emails, they must report them to their teaching staff or parents. immediately. Under no circumstance should pupils respond to any suspicious content.

5.3. Pupils are forbidden to send or request inappropriate emails, e.g. pornographic content – any pupil found to be sending inappropriate emails will be disciplined in line with the school's Behaviour policy/ removal of ability to use email account.

5.4. Any email that requests or shows pornographic content must be reported to a teaching staff or parents. immediately. Pupils must not respond to these emails.

5.5. Pupils who receive an email requesting or displaying suspicious or inappropriate content will not get in trouble for reporting it to a member of staff.

6. Monitoring and review

6.1. This policy will be reviewed on an annual basis by the Computing Lead in agreement with the headteacher.

6.2. Any changes made to this policy will be communicated to all pupils.

6.3. The scheduled review date for this policy is May 2021