

# OVERPORT PRIMARY SCHOOL - STUDENT EMAIL PROTOCOLS POLICY

## PURPOSE

The purpose of this policy is to provide information and protocols on the proper use of student email addresses and accounts and to inform stakeholders of the required standards for correct email use.

## SCOPE

This policy applies to all students enrolled in Overport Primary School, as well as all staff responsible for the management and oversight of student email accounts.

## DEFINITIONS

For the purpose of this policy;

**'Email'** is defined as being a method of electronic communication used to send and receive messages, files, and other digital content over the internet. It typically involves the use of a unique email address associated with an individual or organization, which serves as the recipient's identification and enables the delivery of messages to the intended recipient.

**'Student Email Address'** refers to a unique email address provided by Overport Primary School to each enrolled student. This email address is used specifically for school-related communication, including but not limited to interactions with teachers, administrators, and fellow students.

**'Student Email Account'** refers to the digital space or platform provided by Overport Primary School, where students can access and manage their emails. This account may include additional features such as calendars, document storage, and collaborative tools, depending on the school's chosen email service provider.

**'Stakeholders'** refers to individuals or groups involved or affected by the use of student email accounts, including but not limited to students, parents or guardians, teachers, school administrators, and IT staff responsible for the maintenance and security of email systems.

Outlined below is a guideline to appropriate email etiquette, how email should be used to communicate, as well as responsible use of digital communications.

## POLICY

By adhering to the guidelines listed below; we will ensure a positive and productive email environment exists at Overport Primary School.

**Creation of Email Accounts:** Each student enrolled in Overport Primary School is eligible to receive an email account. The account will be created automatically upon enrolment, and the student will be provided with their login details. Parents/Guardians have the right to disable/decline the implementation of a student email account through consultation with the schools IT Administrator, Mr Samuel Rodwell.

**Student Access and Use of Email Accounts:** Students are to communicate only using their Department of Education email address through *Microsoft Outlook*. Students must use their email account to communicate with teachers, students, staff or external stakeholders for educational purposes only as stated within the 'Email Acceptable Use Guidelines' (ANNEXURE A - See below). Students are prohibited from sending emails without strict teacher permission and guidance.

**Content of Emails:** Students are required to use appropriate language and content in their emails. Any emails containing inappropriate or offensive content will be subject to disciplinary action. Students are required to abide by the school's *Digital Technologies Acceptable Use* and *Bullying Prevention* policies when using their email accounts.

**Email Etiquette:** Students are required to use appropriate language and content in their emails. Emails are to convey information only. This includes submission of work or request for information. Emails used for social communications

(chats) are strictly prohibited. Students are expected to follow proper email etiquette, which includes using appropriate salutations, clear subject lines, and concise, respectful language in their emails. They should proofread their messages for spelling and grammar errors before sending.

**Monitoring of Email Accounts:** Overport Primary School reserves the right to monitor student email accounts for compliance with this policy and behavioural expectations. Monitoring may be carried out by school staff, in accordance with the school's privacy policy.

**Security of Email Accounts:** Students are responsible for keeping their email accounts secure by using strong passwords and by not sharing their login details with others. Teacher permission is required to use a school email address to sign up to external websites/programs/software/apps. If students receive inappropriate, abusive or malicious emails from another student or external source, they must report it to their teachers immediately. Students must also report any suspected or actual security breaches to the school's IT department immediately.

**Training and Support:** Students will receive training and support on how to use their email accounts effectively and responsibly through explicit teaching.

**Breach of conduct:** All staff responsible for the management and oversight of student email accounts will be required to familiarize themselves with this policy and ensure its implementation.

The Responsible Use of School Email Accounts policy requires students to take responsibility for the care and safety of school devices and to adhere to rules and guidelines discussed with their parents. Breaches of the policy may result in consequences, such as the removal of network, device, or email privileges, as well as internet and printing access. Additional actions may be taken in accordance with the school's Student Wellbeing and Engagement and Bullying Prevention policies. This policy emphasizes the importance of promoting responsible digital citizenship and maintaining a secure and positive digital learning environment for all students.

## REVIEW

This policy will be reviewed annually by the school's IT department, in consultation with school staff, to ensure that it remains relevant and effective in meeting the needs of students and the wider school community. Any necessary changes to the policy will be communicated to all stakeholders in a timely manner.

## CONCLUSION

The provision of email accounts for students is an important tool in supporting their learning and communication needs. This policy provides clear guidelines for the appropriate use of email accounts by students, and establishes the responsibilities of both students and staff in maintaining a safe and secure email environment at Overport Primary School.

## RELATED POLICIES AND RESOURCES

*References:* Schools Policy & Advisory Guide

<http://www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx>

*Related School Policies -*

[Bullying Prevention Policy](#)

[Student Wellbeing & Engagement Policy](#)

[Digital Technologies Acceptable](#)

## REVIEW CYCLE

This policy was last updated on **28<sup>th</sup> August 2023** and is scheduled for review in **August 2024**.



# Email Acceptable Use Guidelines

## **Aims**

The primary aim of our Email Acceptable Use Guidelines is to foster a safe, constructive, and focused digital learning environment within Overport Primary School. By restricting email usage to directed educational purposes, promoting proper email etiquette, respecting teacher response times, and safeguarding personal information, we aim to instill responsible and respectful digital communication practices among our students. Our overarching goal is to create a conducive platform for meaningful academic engagement while ensuring the privacy and security of our school community.

## **Purpose**

The purpose of this Email Acceptable Use Guidelines document is to ensure that the students of Overport Primary School utilize their email accounts responsibly and solely for educational purposes. It is essential to maintain a safe and productive online environment that fosters effective communication while upholding the values and standards of our school community.

## **Directed Educational Use**

All student emails are to be used exclusively for directed educational purposes. This means that students should not engage in personal emailing, social messaging, or any form of communication unrelated to their academic pursuits with peers. Email communication should primarily focus on tasks assigned by teachers, academic discussions, or other educational activities approved by school staff.

## **Teacher Response Times**

Teachers are dedicated to providing timely and constructive feedback to students. However, it is important to respect their personal time and professional commitments. Therefore, teachers will not be expected to answer emails outside of school hours (8:45 am - 4:15 pm). If students have urgent academic concerns, they are encouraged to seek assistance during regular school hours or consult their teachers in person.

## **Personal Use Restriction**

Students are strictly prohibited from using their school email addresses for personal reasons, including but not limited to socialising, sending non-academic content, or engaging in any form of online entertainment. Maintaining the focus on educational matters will promote a positive and conducive learning environment for everyone.

## **Permission for Software and Online Programs**

Prior to signing up for any software or online programs, students must seek explicit permission from their teachers or school authorities. Using school email addresses to register for such services without proper authorization may lead to potential security risks and unauthorized data sharing. Hence, it is crucial to adhere to this policy to protect the privacy and integrity of our school's digital infrastructure.

## **Email Etiquette**

Practising proper email etiquette is of paramount importance in fostering clear and respectful communication. Students are expected to adhere to the following guidelines when composing emails:

1. Use a Clear and Informative Subject Line: Ensure the subject line reflects the purpose or content of the email.
2. Greeting and Closing: Begin emails with a polite greeting and conclude with an appropriate closing, such as "Sincerely" or "Thank you."
3. Be Concise and Precise: Keep emails brief and to the point, conveying the necessary information effectively.
4. Proofread: Double-check emails for grammar, punctuation, and clarity before sending them.
5. Respectful Tone: Always maintain a respectful and polite tone in all email communications.
6. Use of Formal Language: Emails sent to teachers and school staff should be written using formal language, demonstrating respect for their roles and expertise.

**Communication with Teachers**

Students may not use emails to inquire about homework, due dates, excursions, or general questions that can be addressed during regular class time. These matters are best discussed in person during class or designated consultation hours. However, in cases of genuine emergencies or unanticipated circumstances, students may use emails judiciously to request assistance from teachers.

**Student Agreement**

When using school email accounts, I accept full responsibility for the results of my actions in regards to the care and safety of myself and others. I have discussed this with my parents and agree to abide by these rules and guidelines. I understand that if I break these rules, consequences will depend on the severity of the breach and the context of the situation.

This may include:

- \* removal of network & device access
- \* removal of internet access privileges
- \* removal of email privileges
- \* removal of printing privileges

or other consequences as outlined in the school’s Student Wellbeing and Engagement and Bullying Prevention policies.

In conclusion, adherence to these Email Acceptable Use Guidelines will foster a positive and constructive email communication environment within Overport Primary School. By utilizing emails exclusively for educational purposes, exercising proper etiquette, and respecting the time and privacy of teachers, students will contribute to a respectful and productive digital learning community.

These guidelines are to be considered an annex to the Overport Primary School Email Policy and are subject to updates and revisions as deemed necessary by the school administration. Any violations of these guidelines may result in appropriate disciplinary action.

Thank you for your cooperation in creating a safe and responsible email environment for everyone in our school community.

Student Name: \_\_\_\_\_

Class: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_