



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 for 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 school's 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, following guidelines within the 'Acceptable Use Agreement' (available from the school website). 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 requests 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 promptly.

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 AUA](#)

REVIEW CYCLE

This policy was last updated on **1st February 2024** and is scheduled for review in **February 2026**.