

Hunsley Primary

Email and Electronic Communications Policy

This policy is applicable to Hunsley Primary

<p>Important: This document can only be considered valid when viewed on the school website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</p> <p>Name and Title of Author:</p>	<p>Lucy Hudson, Head of Hunsley Primary</p>
<p>Name of Responsible Committee/Individual:</p>	<p>Local Governing Body</p>
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<p>Target Audience:</p>	<p>All Staff, Parents, Pupils, Community Users, Key Stakeholders</p>

Email and Electronic Communications Policy

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Policy Statement

This policy outlines the principles and values underpinning the expectations of Hunsley Primary for use of email and electronic communications.

1. Purpose and Scope

The purpose of this policy is to ensure that users of Hunsley Primary electronic communication systems understand the way in which email and electronic communication are to be used. This policy aims to ensure that all electronic communication is within the bounds of the law and used appropriately with regards to its intended audience. Users should read this policy alongside the other policies relating to Appropriate Use of ICT and conduct.

All users are provided with a school email address. This email address should be the primary mode of electronic communication between all users of the school. Email and electronic communication has changed the way in which people live and work. As with any technology, guidance and boundaries need to be defined to ensure that users of these technologies remain safe and within the bounds of the law.

This policy aims to establish what is an acceptable use of email within the school community and also what forms of electronic communication are acceptable within different sectors of the school community.

2. Roles and Responsibilities

It is the responsibility of the Head of Hunsley Primary to oversee that all staff have access to and have read the policy and to work with the appropriate Network Lead in the ICT Support Team to monitor the policy's use.

This policy applies to all users and administrators of the Hunsley Primary email system. On evidence provided by the school of misuse of the email system, an employee may be entered into investigative and disciplinary procedures by their employer. At the same time, if a user's conduct and / or action(s) are illegal, the user may become personally liable.

The school reserves the right to monitor all email activity on the school's email servers. The emails transmitted through the school's email domain are also monitored by the company that ERYC has employed to provide the email service to schools. At the request of the Head of Hunsley Primary or a

Line Manager, the ICT Support Team will investigate if there has been a breach of this policy by searching archives of email communications on the school's servers. Users should not expect that their email communications are private.

3. Equality and Diversity

Hunsley Primary is committed to:

- Eliminating discrimination and promoting equality and diversity in its policies, procedures and guidelines.
- Delivering high quality teaching and services that meet the diverse needs of its pupil population and its workforce, ensuring that no individual or group is disadvantaged.

4. Vision, Values and Ethos

Vision: Our Commitment

Hunsley Primary is committed to being an innovative, stimulating, forward-thinking free school that makes the most of its freedoms to impact positively on pupils' lives in the community and provide opportunities for all its children to make outstanding progress. Hunsley Primary children are capable, confident and creative thinkers and motivated, resilient, problem-solving learners. In particular, the school is committed to developing pupils as mathematicians and scientists.

Values: Our Children

At Hunsley Primary, we believe that every child is an individual, ready, able and eager to learn, and as such a member of the team. We are a fully inclusive school and we view every child as unique; we believe that all learning activities should be personalised and challenging to meet all pupils' needs and that every child should receive the care, guidance, nurture and robust support they need to overcome disadvantage or barriers to learning. It is our prime aim that all children make their best progress in an enabling learning environment, in the presence of their peers and the security of positive relationships with those around them. Our highly-trained expert classroom practitioners, from teachers, TAs, volunteers to associate Trust staff, ensure that all children have the chance to work, discuss and learn with professionals who are passionate about education.

By ensuring our children become responsible for directing, sustaining and reviewing their own learning, taking responsibility for critiquing their own and each other's work and for setting ambitious challenges, we aim to embed an understanding of the importance of refining work to its best point so that children feel a sense of high achievement as a result of the feedback they receive.

By maximising the benefits of our close relationship with South Hunsley School and Sixth Form College and its subject specialists, we aim to secure a continuum of learning and a depth of conceptual understanding necessary for excellent progress in all curriculum areas, leading to the highest achievement at Key Stage 2, GCSE and A Level and, in due course, access to the most aspirational HE institutions, courses and professions for all children.

Ethos: Our Teaching and Learning Rationale

Engagement, Enjoyment, Discovery, Reflection, Achievement

Our aim is to deliver teaching and learning which meets the needs of every single pupil in school, basing our planning on rigorous assessment and observation, mapping out challenging, supportive next steps. We plan our curriculum activities and our personalised teaching and learning approach to match the following rationale:

- Flexible, personalised timeframes for learning, based on excellent pupil-centred teaching – teachers highly conversant in the complexities and specialisms of their practice
- Real learning themes and deep-thinking investigations, which prepare our pupils for 21st Century living and engage them in learning with enjoyment and passion
- Inspirational and challenging learning activities, which have the principles of scientific enquiry and investigation (‘working scientifically’) at their core, generating a lifelong love of learning, enquiry and discovery and a systematic means of approaching challenging and new tasks
- A union of partnerships with cross-phase, multi-agency and multi-disciplinary expertise for planning, delivery, monitoring and review, to ensure each child has every opportunity to build successfully on their learning from 4 to 19, removing barriers to engagement and development
- Pupil resilience, independence, confidence and readiness to meet the rigours of education, through to university and beyond, and the demands of living and working in a rapidly-changing technological world
- Innovative, immersive and inclusive learning resources, combining the best of expert input, outdoor, hands-on, experiential learning and digital interfaces, to give pupils every opportunity to aspire to their full potential.

5. Systems and procedures

Unacceptable Use

Hunsley Primary expects all users to use Email and Electronic Communication responsibly and strictly according to the following conditions:¹

1. Email facilities are provided as a method of enhancing communication of work and school related issues. All users are responsible for the content of the messages that they send.
2. All email communication can be intercepted at any point between you and the recipient. The safest thing is to assume that sending an email is the same as sending a postcard.
3. Users are reminded that electronic communication can be monitored and random checks will be made.
4. When sending an email the same care and consideration should be taken as when sending a letter on school ‘Letter Head’ notepaper.
5. Email is the equivalent of a written document and can be used as an evidential record. With this in mind care and consideration should always be taken before sending an email.
6. Where there is a concern that a user has misused the email system, action may be taken in line with the school's disciplinary procedure.
7. Email should not replace traditional methods of communication. For example, sensitive managerial issues or issues of a secure nature should be communicated in a face to face environment.

¹ The list of conditions in this policy is not necessarily exhaustive. In accordance with this policy, any electronic communication which may be regarded as unlawful is not permitted. This list must also be applied with respect to the Trust GDPR policy and its applications.

8. Emails from parents to staff will be initially filtered via the enquiries@hunsleyprimary.org.uk email address or that of the school administrator or Head of Hunsley Primary.
9. Staff are asked not to contact parents or carers directly via email but to engage in communication through the Main Office email address
10. All electronic communication of the school must be carried out through the school's ICT systems.² This type of communication includes:
 - a) Email communication
 - b) Messages through blogs, forums or any other Web 2.0 medium³
 - c) Social Networking sites⁴
 - d) Mobile phone text messages and phone conversations if appropriate⁵
11. Emails which are abusive, defamatory or discriminatory in any fashion must not be sent from any school email accounts. Any such action will result in disciplinary action.
12. Users are not permitted to use the school's email system to distribute unsolicited or chain mail. Any such mail that arrives in the school's system should be deleted immediately and not distributed around the school's systems.
13. Users who receive emails regarding viruses or security threats must forward them to ICT Support.
14. When sending emails users should ensure that they have carefully thought through what they are sending first.
15. Users must not use false email headers or alter the headers of email messages to conceal their email address.
16. Users must not use an email address they are not authorised to use.
17. Staff must not divulge personal contact details (mobile telephone numbers, non-work email addresses, social networking sites etc.) to parents or pupils
18. Users must not discuss or post content that reflects Hunsley Primary, the Education Alliance or its employees in an inappropriate or defamatory manner through any electronic communication methods. This includes posting to Social Networking sites and other Web 2.0 sites.

6. Monitoring of compliance with and effectiveness of the policy

The **Local Governing Body of Hunsley Primary** is responsible for the final approval of this policy and procedure.

² The requirement to use school systems for electronic communication is to ensure that both staff and pupils can be properly protected in the event of any claims being made. Any communication that is carried out outside of the school's systems cannot be logged by the school, and therefore the school cannot offer protection to the user.

³ Web 2.0 medium refers to the development of interactive web based technologies that allow users to interact with other users through web sites. The school provides the capability to utilise these technologies through the VLE and other ICT systems. Any use of this type of technology between staff and pupils, must be through the school's provision of this technology.

⁴ Under no circumstances should a member of staff have current pupils as friends on Social Networking sites. This poses a large risk to both pupils and staff, as the school has no control over the content that is made available through these sites.

⁵ The school provides mobile phones for trips and visits. Staff should never give their own mobile phone number out to pupils or parents, and these communications should never be of a personal or non-professional nature.

The **CEO of the Education Alliance** is responsible for ensuring that this policy and procedure is implemented fairly, consistently and objectively.

The **Head of Hunsley Primary** is responsible for overseeing the introduction, implementation, monitoring and review of this policy.

7. Review

This policy will be reviewed within 2 years of the date of implementation.