

Earlsmead Primary School

e-safety Email Policy

Policy summary	Guidelines for email use in the school.
Affects	Staff, Volunteers, Pupils, Governors
Drafted by	Sheree Oliver
Status	Non-Statutory
Approved by	Children's Committee
Last approved revision date	March 2022
Next review date	March 2023
Related policies, procedures and forms	Safeguarding and Child Protection Policy, Anti-Bullying Policy, e-safety Policy, e-safety What do we do if Guidance

Introduction and Aims

At Earlsmead Primary School, the welfare and well-being of our pupils is paramount. The aim of the Email Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable guidelines. This is achieved through balancing protection against potential misuse with the recognition that an Email is an effective communication tool. It is recognised that it is the enhanced functions of Email, that cause the most concern, offering distraction and disruption, and which are most susceptible to misuse - including distributing indecent images, exploitation and bullying. The school has put in place measures to ensure this does not occur.

Scope

This policy applies to all individuals who have access to Email, both onsite and off site. This includes staff, volunteers, committee members, children, young people, people, parents, carers, visitors and contractors. This list is not exhaustive. This policy should also be read in relation to the following documentation:

- Safeguarding and Child Protection Policy
- Anti-Bullying Policy
- E-Safety Policy
- E-Safety What we do if Guidance

Students

Nursery to Reception

Nursery to Year 2 pupils will not have student access to email. All online communication between children of this age group, will be communicated through Google Classroom.

Year 1 - Year 6

Pupils in Year 1, 2, 3, 4, 5 and 6 will have access to a student email account. Pupils are provided with access to an email, with the understanding that they agree with the following limitations on use, namely;

- pupils cannot communicate with anyone outside of our school [@earlsmead.co.uk](mailto:earlsmead.co.uk) domain.
- it is not permitted to send film or photographs of others without their permission
- pupils will not use their email to send nasty or threatening messages to or about others
- content sent and received via student email will be monitored by our safeguarding lead

Where a pupil is found to be misusing their email account, immediate access to their account will be suspended, pending further investigation. This will be regarded as a serious offence and disciplinary action will be taken according to our school Behaviour Policy.

Email Use and Misuse

Parents are notified that appropriate action will be taken against those who are in breach of the acceptable use guidelines following the school behaviour policy.

Serious misuse will lead to the suspension of the pupil's email account, communication with parents and the imposition of other sanctions, up to and including exclusion from school. In some instances an offence may have to be reported to social services or the police.

If a pupil commits an act which causes serious harassment, alarm or distress to another pupil or member of staff the ultimate sanction may be permanent exclusion. The school will consider the impact on the victim of the act in deciding the sanction and parents will be involved.

Examples of Email misuse:

- online bullying by text, images, recorded messages or video
- sending inappropriate pictures
- using email to provide access to inappropriate websites bypassing the school filtering system both in and outside of the school day
- using email to provide access to non age appropriate forms of social media; (Facebook, Twitter, TikTok, etc) both in and outside of the school day
- general disruption to learning caused by pupils access email during lessons, when they have not be asked to do so
- sending disrespectful comments, misrepresenting events or making defamatory remarks about teachers or other pupils
- using inappropriate language, as specified by the London Grid for Learning and Earlsmead Primary School
- the use of email for 'sexting' (the deliberate taking and sending of provocative images or text)

Acceptable use of emails

- Sending and receiving emails to staff for school based work related to learning
- Sending and receiving emails to other pupils, that do not fall into the misuse categories stated above.
- Signing up for school based, age appropriate programs using email (ClassDojo, Google for Education Apps, etc)

Examining content on Student Emails

The *Keeping Children Safe in Education Act 2016* states that schools 'should ensure appropriate filters and appropriate monitoring systems are in place.' The London Grid for Learning provides a database of filtered words, that when used in emails, sent or received, get forwarded first to the designated safeguarding lead, who will determine if the content is appropriate. Where content is deemed appropriate, the email will be released to the intended recipient; where content is deemed inappropriate, the email will be retained as evidence and appropriate action will be taken in accordance with the school's Behaviour Policy.

Staff

The school recognises that staff will use their email both at work and at home, and that the email will be used within the parameters of this policy.

Staff are able to send and receive emails from colleagues, pupils and outside organisations, through their designated @earlsmead.co.uk, email address, for the purposes of teaching and learning. They should never send to, or accept from, colleagues or pupils, text or images that could be viewed as inappropriate.

The *Keeping Children Safe in Education Act 2006*, states that schools 'should ensure appropriate filters and appropriate monitoring systems are in place.' If staff are suspected of using their email inappropriately, the designated safeguarding lead has the right to access and monitor staff assigned email addresses.

Parents and Carers

While we recognise that parents and carers might like to email their child, this will not be possible due to the filters we have in place for student accounts. Pupils will only be able to send and receive emails from within our @earlsmead.co.uk domain. These provisions have been made to ensure the safety and well-being of every pupil.