

St Elizabeth Catholic Primary School

EMAIL POLICY



The Governing Body of St Elizabeth Catholic Primary School

Date of Policy	January 2021
Review Date	January 2023
Chair/Committee Chair of Governor's signature	
Headteacher's signature	

Mission Statement

Inspiring and achieving lifelong learning in a welcoming Catholic community.

Safeguarding Statement

At St Elizabeth Catholic Primary School, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at St Elizabeth Catholic Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Equality statement

As a school we are committed to ensuring that equality principles are embedded within all school policies and procedures, as we endeavour to:

- Eliminate discrimination, harassment and victimisation.
- Promote equality of access and opportunity within our school and within our wider community.
- Promote positive attitudes to difference and good relationships between people with different backgrounds, genders, cultures, faiths, abilities, sexual orientation, and ethnic origins.

School Values

As a Catholic school with a strong Christian ethos we actively support and promote a value-based education. By living out our 4Rs – Relationships, Resilience, Responsibility and Respect, we encourage the whole school community to:

- Think about and reflect upon positive Christian, British and Universal values
- Experience how living out these values impacts on themselves and others, in school, in the wider community and in the world
- Instil a sense of belonging to the school, the local community, the country they live in and the wider global community
- Inspire individuals to choose their own positive personal social, moral and spiritual values
- Promote an inclusive school ethos and a learning climate that will raise aspirations and achievement
- Raise self-esteem and encourage children to take more responsibility for their own behaviour and learning

British Values

At St Elizabeth's, the school recognises and promotes the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. Through this provision of SMSC, the school will:

- enable pupils to develop their self-knowledge, self-esteem and self-confidence;
- enable pupils to distinguish right from wrong and to respect the civil and criminal law of England;
- encourage pupils to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely;
- enable pupils to acquire a broad general knowledge of and respect for public institutions and services in England; further tolerance and harmony between different cultural traditions by enabling students to acquire an appreciation of and respect for their own and other cultures;
- encourage respect for other people;
- and encourage respect for democracy and support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

Data Protection

The General Data Protection Regulation (GDPR) ensures a balance between an individual's rights to privacy and the lawful processing of personal data undertaken by organisations in the course of their business. It aims to protect the rights of individuals about whom data is obtained, stored, processed or supplied and requires that organisations take appropriate security measures against unauthorised access, alteration, disclosure or destruction of personal data.

The School will protect and maintain a balance between data protection rights in accordance with the GDPR. This policy sets out how we handle the personal data of our pupils, parents, suppliers, employees, workers and other third parties.

Changes to data protection legislation will be monitored and further amendments may be required to this policy in order to remain compliant with legal obligations.

All members of staff are required to familiarise themselves with its content and comply with the provisions contained in it. Breach of this policy will be treated as a disciplinary offence which may result in disciplinary action under the School's Disciplinary Policy and Procedure up to and including summary dismissal depending on the seriousness of the breach.

Purpose of the Policy

To ensure

- Correct use of email by employees of St Elizabeth Catholic Primary School

Aims

- To ensure compliance with current legislation
- To ensure acceptable use of email
- Not to create unnecessary risk to the school by misuse of the internet
- To ensure email retention (all deleted emails to be permanently deleted at the end of each half term)

Unacceptable Behaviour

The following behaviour by an employee is considered unacceptable:

- Transmitting confidential data without using a secure system e.g. Egress
- Use of school communications system to set up personal business or send chain letters
- Forwarding of school confidential messages to external locations, without explicit permission from the Executive Headteacher and using a secure data transfer system
- Distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment
- Distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal
- Accessing copyrighted information in a way that violates the copyright
- Breaking into the schools or another organisations system or unauthorised use of a password/mailbox
- Broadcasting unsolicited personal views on social, political, religious or other non-school related matters
- Transmitting unsolicited commercial or advertising material
- Undertaking deliberate activities that waste staff effort or networked resources
- Knowingly introducing any form of computer virus or malware into the corporate network

Monitoring

St Elizabeth Catholic Primary School accepts that the use of email is a valuable business tool. However, misuse of this facility can have a negative impact upon employee productivity and the reputation of the school.

In addition, all of the school's email resources are provided for school purposes. Therefore, the school maintains the right to examine any systems and inspect any data recorded in those systems.

In order to ensure compliance with this policy, the school also reserves the right to use monitoring software in order to check upon the use and content of emails. Such monitoring is for legitimate purposes only.

Etiquette

Emails should not be sent outside school hours (8.00am to 5.30pm), or during school holidays. If emails are sent, a response should not be expected until the next school day.

Retention Period

Emails should be deleted where appropriate or placed in a named folder if to be kept for reference. All deleted emails should be permanently deleted half termly.

Sanctions

Where it is believed that an employee has failed to comply with this policy, they will face the school's disciplinary procedure. If the employee is found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal. The actual penalty applied will depend on factors such as the seriousness of the breach and the employee's disciplinary record.

Agreement

All school employees, contractors or temporary staff who have been granted the right to use the school's email services are required to sign this agreement confirming their understanding and acceptance of this policy.

NAME OF EMPLOYEE:

SIGNATURE OF EMPLOYEE:

DATE: