



# CASTLEMAN ACADEMY TRUST

## **POLICY :**

### **Email Acceptable Use**

**Author: Chief Executive Officer**

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**Review Body: Trust Board**

**Date Adopted: 13<sup>th</sup> December, 2018**

**Review Date: Spring 2020**

# CASTLEMAN ACADEMY TRUST

## Email Acceptable Use Policy

All using email to communicate – Teachers, support staff and pupils – must be aware of the content of this policy. All staff in the Castleman Academy Trust must adhere to the principles and policy in this document when using email. Teachers will ensure that they have covered these principles in their planning and in the work done by learners. Parents will receive a copy of this policy when their children enrol at a Castleman Trust School.

### PURPOSE

The purpose of this policy is to ensure that all stakeholders (Staff, Pupils, Governors and Trust Board members) of Castleman Academy Trust Schools understand the way in which Electronic mail (Email) should be used in and out of school. It aims to ensure that Email is used efficiently for its intended purpose without infringing legal requirements.

### SCOPE

All Staff, Pupils, Governors and Trust Board Members (from hereon named “Users”) in Castleman Academy Trust Schools, including part-time staff and pupils, are subject to this policy. Failure to comply with the policy may lead to disciplinary action, including suspension / exclusion. At the same time, their conduct and/or action(s) may be in contravention of the law and they may be personally liable.

### GENERAL

All school resources, including computers, Email and voicemail are provided primarily for educational purposes of the school and for carrying out activities consistent with their education.

**Incidental and occasional personal use of these systems is permitted**, subject to the restrictions contained in this policy and with the approval of the Headteacher. Any personal use of the Internet or Email is expected to be in staff and student’s own time and is not to interfere with lesson time or day to day duties.

Users should not engage in any activity which is illegal, likely to cause offence or have negative repercussions for the Trust and the user’s own school. Equipment must not be used to upload, download, use, retain, distribute or disseminate any images, text, materials or software which:

- are or might be considered to be indecent or obscene
- are or might be offensive or abusive in that its content is or can be considered to be a personal attack, rude or personally critical, sexist, racist, or generally distasteful
- encourage or promote activities which would, if conducted, be illegal or unlawful
- involve activities outside those which serve only an educational purpose – for example, unauthorised selling/advertising of goods and services
- might affect or have the potential to affect the performance of, damage or overload the Trust School’s system, network and/or external communications in any way
- might be defamatory or incur liability on the part of the Trust School or adversely impact on the image of the School or the Trust.

Users should be aware of any potential copyright infringement.

## **USE OF EMAIL**

Care should be taken when using Email. Email messages are perceived to be less formal than paper-based communication and there is a tendency to be lax about their content. Users should bear in mind that they and the Trust will be held accountable for all expressions of fact, intention and opinion they communicate via Email in the same way as verbal and written expressions or statements.

Similarly, care should be taken when sending any data or information via email, which should be avoided where possible. Where this cannot be avoided, all information should be password protected and the password should be emailed separately. It is advised that staff should check with their line manager to ensure they are sending data and information in an appropriate fashion. Please refer to the CAT E-Safety policy for further guidance.

Users should not include anything in an Email which they cannot or are not prepared to account for. They should not make any statements on their own behalf or on behalf of their base school or the Trust which may be considered defamatory or in any way damaging to the reputation of any person or entity.

Email messages which have been deleted from the system can be traced and retrieved. Therefore, all persons having a part in creating or forwarding any offending Email can be identified. Emails, both in hard copy and electronic form, are admissible in a court of law.

Care must be taken in the distribution of Emails to ensure that Emails should only be sent to those who need to be aware of the content "Blanket Emails" eg. "All at Castleman Academy Trust Schools" should be used sparingly and NOT for sending Emails that are not relevant to the School.

## **MONITORING**

All Castleman Academy Trust resources, including computers, Email and voicemail are provided solely for school purposes.

At any time and without prior notice, the Castleman Academy Trust and/or the base school maintains the right to examine any systems and inspect and review any and all data recorded in those systems. Any information stored on a computer, whether the information is contained on a hard drive, computer disk or in any other manner may be subject to scrutiny by the Trust or the base school. This monitoring helps to ensure compliance with internal policies, supports the performance of internal investigations, and assists the management of information systems.

Users should be aware that it is highly likely that Email and internet traffic will be monitored.

## **Equality Impact Assessment**

This policy has been reviewed with the equality impact considerations as laid down in the Trust's Equality Policy.