



RAVENSWOOD SCHOOL FOR GIRLS PROCEDURE

Procedure Subject: Student Email Procedural Guidelines

Contact Officer	Deputy Principal, Head of Junior School – Deputy Principal
Overview	<p>All students in Years 5 to 12 are allocated a school-based email account for the purposes of communication and collaborating with their teachers and peers. This document provides guidance to students in the acceptable use of their email account. Students should understand that all email can be accessed by authorised Ravenswood staff if requested by a member of the School Leadership team.</p>
Scope	<p>This procedural guideline applies to all students from Years 5 to 12.</p>
Procedural Guidelines	<ol style="list-style-type: none"> 1. When communicating via email with my teachers: <ul style="list-style-type: none"> • I will use school-based email to communicate matters relating to my learning and not for social purposes. • I will always use a salutation (Dear Mr Smith or similar) at the beginning of my emails and a respectful sign off (Kind regards, Student Name, or similar). • I will be respectful in tone and in my choice of words. • I will be mindful of the time it may take for my teacher to reply to an email given the demands on their time during the school day, vacation time and on weekends. • I am aware that by writing to a teacher I am communicating in a public way and the information in my email may be shared with my parents, Class Teacher/Year Coordinator or other staff member if the situation requires their involvement. • I will check carefully that the recipient of my email is correctly identified. • I will always include a description of the purpose of my communication in the subject line. • I will not use class time to send or receive emails unless instructed to do so by my teacher. 2. When communicating via email with my peers: <ul style="list-style-type: none"> • I will be mindful that email is a public record of my communication. • I will be mindful that if the need arises, the School retains the right to allow authorised staff to examine the information in my email account. • The content of my communications is a reflection on me, my family and my school and as such should always be respectful and appropriate. • I will not forward jokes or chain emails using my school email account. • I will report any harassment I experience to my family, my Class Teacher, Year Coordinator or Mentor Teacher. • I will not use email to bully, harass or degrade others.



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- I will not access another person's email account to send email.
- I will use school-based email to communicate matters relating to my learning and wellbeing and the learning and wellbeing of my peers and not for social purposes.
- I will not forward messages sent to me without the sender's permission.
- I will not use class time to send or receive emails unless instructed to do so by my teacher.

3. Sanctions

- 3.1 Students who infringe the rules set out in this document will face having their email account disabled.
- 3.2 Repeated infringements may result in a disciplinary action as deemed appropriate by the Head of Junior School – Deputy Principal or Deputy Principal.
- 3.3 In the case of a breach of law, the incident may be referred to the Police.

Date Approved	1 June 2011
Approval Authority	Principal
Date of Commencement	19 July 2011
Amendment Dates	28 October 2014; May 2015; September 2015; October 2016; October 2018; 7 March 2019
Date for Next Review	15 January 2020
Related Policies, Procedures and Guidelines	a) Student Internet Acceptable Use Policy