

TWGGGS Email Acceptable Use Agreement for Pupils

This Email Acceptable Use Agreement applies to all pupils at Tunbridge Wells Girls' Grammar School.

By signing this document you agree to the conditions given below. If you do not sign this agreement then your email will be blocked / removed.

- School email accounts are your professional accounts and are to be used for school matters. No other email account apart from your school email should be used to communicate with staff.
- It is unacceptable to send or receive any material that is obscene or malicious or which is intended to annoy, harass or intimidate another person. Any pupil who receives such an email should report it to the Headteacher, Deputy Headteacher, or Deputy Safeguarding Leads.
- Email accounts should be protected with strong passwords. Pupils should not allow anyone else access to their email account or leave accounts logged in.
- Keep emails brief and use meaningful subject lines.
- Re-read messages before sending to check for clarity.
- Never be rude, abusive or inappropriate.
- Consider whether an email is the most appropriate form of communication for sensitive/ difficult issues. It may be better to speak with a member of staff directly.
- Be careful when replying to emails previously sent to a group.
- Don't use the "URGENT" flag unless absolutely necessary.
- AVOID USING ALL CAPITALS, this indicates shouting.
- Members of staff are not expected to respond to emails outside of the working day or during school holidays.
- Excessive emails to a member of staff by email is considered unacceptable.

Monitoring

- TWGGGS maintains the right to access user email accounts if considered necessary.
- The specific content of any emails will not be monitored unless there is a suspicion of improper use.
- If you are found to be in breach of the acceptable use agreement, then your school email may be blocked / removed.

I,, agree to abide by the conditions outlined in the Email Acceptable Use Agreement for Pupils.

I understand that if I am found to be in breach of the acceptable use agreement, then my school email may be blocked / removed.

Signed.....

Print name

Form.....

Date