



# Email dos and don'ts

Joseph Leckie Academy accepts that the use of email is a valuable Academy tool. The Academy's email system is provided for educational purposes. The Academy maintains the right to examine any systems and inspect any data recorded in those systems.

In order to ensure compliance with this policy, the Academy will use monitoring software in order to check upon the use and content of emails periodically. Such monitoring is for legitimate purposes only.

## **Do**

- Check your email regularly.
- Reply to messages in a timely manner\*.
- Include a 'Subject'.
- Use your email to communicate with Academy staff regarding resources and assignments.
- Check you have the correct email address before clicking send
- Immediately inform a teacher/trusted adult if they receive an abusive or offensive email.

\*Academy Staff will not be expected to answer student email outside of their regular work day (9am – 4pm), although they certainly may do so.

## **Don't**

- Send harassing email messages or content.
- Send offensive email messages or content.
- Send email containing a virus or other malicious content.
- Send email to share test answers or promote cheating in any way.
- Use the email account of another person.
- Reveal any personal details about yourself or others in email communication.

Email dos and don'ts should be read in conjunction with the e-safety policy and the Student Code of Conduct, which are available on the Joseph Leckie Academy website: [www.josephleckieacademy.co.uk](http://www.josephleckieacademy.co.uk).