E-MAIL POLICY FOR CHILDREN

All our pupils in years two, three, four, five and six are now to be given an e-mail address on our school portal. This email address will take the form of:

Where there are instances of children having the same log-on names, numbers will be given afterwards. So Bill Smith remains *bsmith*, Bert Smith becomes *bsmith1* and Bethany Smith becomes *bsmith2*. The children in these instances will be aware of their number.

This means that none of the names are gender specific, for safety reasons.
We are following guidelines on the security issues, which are as follows:

- All children will only be able to send e-mails to other email addresses on the portal. They will not be able to send or receive e-mails from an external address.

- Where necessary, this limitation will be lifted to either sending mail to e-mail addresses in other schools in the LA, or on occasion, globally. Whenever the restrictions are being lifted, a letter will be sent home advising parents of this change. Please be aware that during this time, your child will not only be able to send mail to any e-mail address, but will also be able to receive them.

> **E-mail is a privilege, and anything regarded as misuse, will be dealt with in the following manner:**
> **The child will be restricted to sending e-mails to school only, even if the rest of the group has more access at that time.**
> **In the worst case, the child will have e-mail privileges removed completely until further notice.**

- All children in years 2 & 3 will be restricted to a password supplied with the address. This is locked down and cannot be changed.

- All children in years four and five can set their own password, which will then be locked down and cannot be changed. In this instance, the teacher will make a note of each child's password. The ICT Manager will also keep a copy of this document, as system administrator.

- In year six, the child must take responsibility for his/her own password. This will not be locked down, and the child can change it. However, if the system administrator is

needed to reset the password to default, due to misuse, then the password will be locked down, and the child will be unable to change it.

The portal is web based, so the child can access this from any computer with Internet access. The website has its own anti-virus and anti-spam checks, and is firewalled.

With the e-mail account, each child automatically gets the use of a "virtual desktop". This is so your child can store his or her work on the desktop and access work and documents both at home and at school. This is in line with Government targets of "Learning anywhere, anytime".