



## Email Use Policy & Guidelines

### Rationale:

At St Augustine's Primary School we are committed to, and value the learning partnership that exists between staff, students and parents. We acknowledge that, when used well, email is an efficient and effective tool that supports timely communication. It strengthens the goodwill and the positive partnership between parents, students and the school to enhance the wellbeing and learning opportunities for our student.

These guidelines are designed to establish clear expectations for staff, students and parents in the use of email as a communication tool.

### General principles:

Email is an environmentally friendly way of communicating that can save time when used effectively

Email is efficient for teachers and parents who are working and find it difficult to catch up during regular work hours

Email is not always the best tool for communication - face to face and phone conversations may be more appropriate in some situations

### General Expectations:

When communicating via email all parties are expected to adhere to email etiquette.

### Emails should:

Begin and end with an appropriate respectful salutation – Dear Mrs Smith, Hello Peter...with regards

Be brief and informative but avoid shorthand, overly familiar terms, SMS language and the like

Have a clear purpose ie: to communicate information between the parties concerned


Always be respectful, measured, constructive and sensitive

Respect confidentiality

### Emails should not:

Request information that is readily available elsewhere eg. School website, newsletter

Be used to vent

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Seek or divulge personal information regarding third parties (staff, students or parents)

Be sent to anyone for whom the information is not relevant or breaches confidentiality

Disclose the email addresses of others without permission to do so