

E-Mail protocol for class reps and use of the class e-mail lists

- We should try to ensure any e-mails sent by class reps (in their capacity as class reps) or by other parents to the class as a whole should be considered representative of the school and as such should be responsible, relevant and inoffensive.
- We should give consideration as to whether e-mail is the most appropriate means of communication or whether the communication could or should be by another, more appropriate, means e.g. face to face or via telephone.
- We should all be aware that the internet is insecure and one cannot assume e-mails sent to a class group will stay within that class group.
- Care needs to be taken that the addresses are correct and appropriate (especially with forwarded e-mails).
- The class e-mail list shouldn't be used to send e-mails for personal financial gain, political purposes or advertising.
- Chain letters ought not be forwarded
- Copyrights should be respected.
- All senders of class e-mails should ensure as far as possible that their mail system and any files they may attach are free from viruses.
- The sender should always be identifiable (i.e. if an e-mail account doesn't easily identify the sender this should be made clear within the mail).
- Consider guidelines of how a communication may look were it to make it onto the front of the Daily Mail!