



1. BACKGROUND

Williamstown Primary School has a focus of inclusion for all our families. This is facilitated by the collection of email addresses by the class (parent) representative for the purpose of sharing information regarding school matters.

2. PURPOSE

The aim of these guidelines is to:

- clearly articulate the School's commitment to positive use of the email system
- develop and ensure the ongoing existence of an information tree via email
- explain what the expectations of the school are towards use of email
- to ensure the safe and respectful sharing of information between members of school community

3. DEFINITIONS

"School" means Williamstown Primary School.

"Parent" means parent, guardian, carer

4. PROCEDURES FOR IMPLEMENTATION

The sole purpose of the class email distribution lists is to disseminate information on school related matters, this would include:

- Providing class contact details
- Information regarding mother and father's day stalls and other fund raising events
- Class activities
- School social events
- Other items as directed by the class teacher or senior staff

The class email distribution list is not to be used for:

- Promotion of commercial or business activities (ie Tupperware parties, partners business)
- Community events (ie local events, festivals)
- Discussion about teaching methods, problems in the class room, conflicts between students etc
- Angry, antagonistic or offensive messages

Class representatives are required to forward any inappropriate emails sent using the class distribution list to the principal.

Reference: Please refer to the school's Information Privacy Policy

5. REVIEW AND POLICY HISTORY

Policy History

These guidelines are due for formal review in February 2017 although it may be changed at any time as required after approval by the Principal.

Version Approval Date	Summary of Changes
February 2016	New guidelines