



WILLIAMSTOWN PRIMARY SCHOOL

Email - Use of Class Email Distribution Lists Policy

1. RATIONALE

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

2. PURPOSE

- To clearly articulate the School's commitment to the positive use of email systems.
- To develop and ensure the ongoing existence of an information tree via email.
- To explain the School's expectations regarding the appropriate use of email.
- To ensure the safe and respectful sharing of information between members of the School community.

3. DEFINITIONS

Parent means parent, guardian or carer.

School means Williamstown Primary School.

4. IMPLEMENTATION/ACTION

- Upon enrolment, families will be invited to provide the Class Rep with their email address for the purposes outlined below.
- The School will publish a Compass post listing the class representative for all the School's grades and the corresponding email address.
- The class email distribution lists will be used to disseminate information on School related matters, which include:
 - Information regarding fundraising events including the Mother's Day and Father's Day stalls.
 - Information regarding School social events for parents.
 - Arranging class activities.
 - Sharing other items as directed by the class teacher or senior staff.
- The class email distribution list will not to be used for:
 - Promotion of commercial or business activities (i.e. Tupperware parties, partner's business).
 - Community events (i.e. 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.
- The class representative will ensure all emails sent via the distribution list will also include the classroom teacher.
- The class representative will only send information via email and not other methods (such as Facebook or messenger services).

References:

- *Williamstown PS Information Privacy Policy*
- *Williamstown PS Email Communications Policy*

5. REVIEW AND POLICY HISTORY

This policy is due for formal review in March 2022 although it may be changed at any time as required after discussion with School Council and the Principal or if guidelines change.

Policy History

Version Approval Date	Summary of changes	VRQA Requirement	DET Mandated Policy	School Council Input
February 2016	New guidelines	No	No	Not required
May 2017	Update	No	No	Not required
March 2019	Update	No	No	Not required