## Digital Harassment

Every member of staff [Insert School Name] is issued with a school email address. This address is accessible to all. This allows anyone to email a staff member, which can carry a number of risks to a staff member’s dignity at work. In light of this, the following ground rules apply.

* There should be a period of 5 school days allowed for a response to an email. (If the staff member is away, he/she can enable a “Vacation Responder” to let the sender know that they are out of the office and when to expect a response or instructions as to who to direct their email to.)
* Staff are not expected to check their email after hours. Staff are instructed not to give themselves access to their school email after hours on their personal devices. The Board cannot be responsible if staff check emails after hours.
* Emails sent by and to staff members should be in a respectful tone. A staff member is entitled not to respond to an email that they, themselves, deem to be disrespectful in tone. It is recommended that a staff member that receives an email like this arranges to meet a parent face-to-face rather than responding to the content of the email.
* “Mailbombing,” the excessive sending of emails to a staff member falls under this policy. All users of email should be aware that, despite best intentions, their actions may cause distress to their colleagues. This can come in a number of forms:
  + Excessively forwarding on resources, links or information
  + Using Reply To All, where it is not appropriate
  + Excessive contact from an individual, e.g. checking in on a child everyday unless explicitly agreed.
* Unsolicited email (or spam). The school uses Google’s services to reduce the volume of spam sent to staff members. The email application recommended by the school contains facilities to report spam. The Board cannot be responsible for any spam that arrives in a staff member’s inbox.
* Any form of email that falls under the definition of harassment will be treated in the same manner as any other form of harassment.

## Other Forms of digital harassment

In the digital age, it is expected that staff are aware of their own online presence and they should adhere to the guidelines of the Teaching Council’s Professional Standards. However, staff are entitled to a private life online and this should be respected. For example, a staff member should not feel under pressure to “friend” another member of staff or a parent or anyone else in the school community. Further guidelines on this can be found in the school’s Internet Acceptable Usage Policy.