


Ras Al Khaimah American Academy				
Subject: Staff E-Mail Communication Policy			SOP No: RAKAA-IT-06	Controlled Copy No: 2
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Written by:	ICT Manager Asma Odawa	Date: Jan 20, 2021	Based on: Current practice	
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			Review date:	

Scope

The policy applies to all staff who have an E-Mail Address allocated to them by the IT department.

Policy Statement

E-mail is an official method of communication between the school and its staff. It is the staff's obligation, as with all official school communications, to ensure that time-critical e-mail is accessed, read, and responded upon in a timely manner. It is the duty of the staff member who decides to forward School e-mail to another e-mail mailbox to ensure that the other account is functional.

Any user of official RAKAA e-mail addresses who impersonates a school administrator or a teacher is breaking the law.

Procedures

RAKAA recognizes that e-mail as an official form of notice and for announcements that influence staff-school relations, and it utilizes it as such.

- ✓ When sharing sensitive information by e-mail, use extreme caution.
- ✓ When using such type of communication, privacy should not be anticipated.
- ✓ It is critical to take great effort to guarantee that the e-mail is only sent to the appropriate recipients.
- ✓ The use of file attachments in email communications is prohibited unless the sender has confirmed that the files will be available and readable by all intended recipients.
- ✓ Account pictures might be photographs or graphics of yourself. Avatars are examples of representational visuals. The visual or graphic depiction cannot include features that might be perceived as biased, infringe copyright laws, or otherwise be objectionable to other members of the staff. Photographs or images that are discovered to be in violation of our policy must be deleted.

Upon Employment

Each RAKAA staff will be given an official RAKAA School email, which is often something like FirstNameInitial.LastName@rakaa.org.

If a member of staff leaves the school, the mailbox is usually closed. This e-mail address will be used for official school correspondence.

Employees are advised to empty their mailboxes on a regular basis to ensure that there is enough room for new communications. Failure to receive or read a notification in a timely way does not absolve the employees of the responsibility to understand and comply with its substance.

To Safeguard Your Email

- ✓ Delete all spam without opening it
- ✓ Frequently update security software
- ✓ Avoid clicking on advertisements
- ✓ Retype the Web address rather than clicking on it from within the body of the email
- ✓ Do not open attachments from unknown senders
- ✓ Never give out your email address or other sensitive or personal information to unknown web sites. This will not only assist you in restoring lost or corrupted data, but it will also assist you in protecting against fraud assaults.

AGREEMENT FORM

By completing and submitting this form to the IT department, you agree to the conditions of the Staff E-mail Communication Policy.

All fields are required.

Name: _____

Signature: _____

Date: _____