



The
Grammar
School
Nicosia



1963

EMAIL POLICY

Policy Approved: September 2024

Next Review Date: June 2025

Person in Charge: Headmaster Costas Christoforou

POLICY

Contents

1. Purpose	2
2. Eligibility and Access	2
3. Acceptable Use	2
4. Prohibited Use	2
5. Privacy and Monitoring	3
6. Security Guidelines	3
7. Consequences of Violating the Policy	2
8. Parental Guidance	3
9. Policy Updates	3

1. Purpose

The school provides email accounts to students for educational purposes, communication with teachers and classmates, and participation in academic projects. This policy ensures responsible and safe use of school email services.

2. Eligibility and Access

- School email accounts are provided to students from Grade 1 and above.
- Access is granted upon enrolment.
- Email accounts are created based on the student's birth certificate.
- Email accounts are managed by the school's IT department.
- Upon graduation, student email accounts remain active, but the plan is downgraded from A3 to A1.

3. Acceptable Use

- Email must be used **only** for educational and school-related purposes.
- Students should check their email regularly for school communications.
- Students must use appropriate and respectful language in all emails.
- Emails should not contain offensive, inappropriate, or harmful content.
- Email attachments should be school-related and free of viruses or malware.

4. Prohibited Use

Students are **strictly prohibited** from:

- Using email for personal, commercial, or political activities.
- Sharing login credentials or using another student's email account.
- Sending spam, chain emails, or unsolicited messages.
- Cyberbullying, harassment, or sharing inappropriate material.
- Attempting to hack, modify, or interfere with school email services.

5. Consequences of Violating the Policy

Failure to comply with this policy may result in:

- Temporary or permanent suspension of email privileges.
- Disciplinary actions as per the school's code of conduct.
- Further actions as required by law if necessary.

6. Privacy and Monitoring

- Students should not consider school email as private; emails may be reviewed by school administration if necessary.
- Email communications should comply with the **EU General Data Protection Regulation (GDPR)** and Cyprus data protection laws.

7. Security Guidelines

- Students must use strong passwords and keep them confidential.
- Suspicious emails should be reported immediately to the IT department.
- Students must not click on unknown links or open unexpected attachments.
- Any suspected email breach should be reported immediately.
- It is the student's responsibility to sign out from any public device they logged in to check their emails.

8. Parental Guidance

- Parents are encouraged to guide their children in responsible email use.
- Parents should not use their child's school email account under any circumstances.
- The school provides digital literacy sessions to educate students on safe online practices.
- Parents are encouraged to guide their children in responsible email use.
- The school educates students on safe online practices at the beginning of the year.

9. Policy Updates

This policy is subject to periodic review and updates. Any changes will be communicated to students and parents in advance.
