EMAIL POLICY

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1   Introduction

The school provides email accounts to students for educational purposes, communication with teachers and classmates, and participation in academic projects.

Students receive their school email address, password, and a guide on resetting their password for the first time either during Orientation Day or within the first week of school.

This policy ensures responsible and safe use of school email services.

1.1   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.
- Email format is the same for all students:

    FirstName.Lastname.ExpectedYearOfGraduation@thegrammarschool.info

    Ex.: mary.johnson.32@thegrammarschool.net

- Upon graduation, student email accounts remain active, but the plan is downgraded from A3 to A1.
    - **A3 licensed** accounts provide access to
        - Email account
        - **1TB of secure cloud storage**
        - Install and use **Office apps on up to 5 PCs or Macs, 5 tablets, and 5 smartphones** for seamless access across all devices.
    - **A1 licensed** accounts provide access to
        - Email account

1.2   Acceptable Use

- Email must be used **only** for educational and school-related purposes.
- Students should check their email on a daily basis for school communications.
- Students should download Outlook on their tablets and or phones for direct and easy access to their email account
- 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.

1.3 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.

1.4 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.

1.5 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.

1.6 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 Discipline Policy
- Further actions as required by law if necessary.

1.7 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.

1.8 Loss of Password

Students are responsible for remembering their email password as it is required to access Office 365 applications and OneDrive storage on any device, and not just their iPad. For example, it is needed to log in to the school's computers in the ICT labs. Students must always remember their password and be able to gain access to their accounts.

In case of forgetting the password you can scan the QR code below for a step-by-step reset password guide.

2 Policy Updates

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

Appendix A: Account Setup and Recovery Instructions

First Time Login

When you receive your school email account for the first time, you will be provided with a computer-generated temporary password. The first time you sign in to your Office 365 account, you will be required to change this temporary password to one of your own choosing. Make sure you choose a strong password and keep it safe, as you will use it to access your school email and other Office 365 services.

Lost or Forgotten Passwords

If you forget your password or see a message that your login details are incorrect, double-check that you are entering all letters correctly, including upper and lower case. If the issue persists, you will need to reset your password.

Resetting Password

To reset your password, click [Forgot my password] on the sign-in page. You will need to enter your full school email address and complete the verification steps. A code will be sent to your registered mobile phone. Enter this code to proceed and create a new password that meets the security requirements shown on screen. Always remember to update your password on all devices where you may have saved it. If you cannot reset your password on your own (e.g., the registered phone number is incorrect), please request assistance from your ICT teacher.

Updating Phone Number Connected to the Account

Your mobile number is needed for password resets and account verification. If the number linked to your account is not your own, you must update it as soon as possible. Log in at https://mysignins.microsoft.com/security-info using your username and password. Follow the instructions to update your phone number.

Note: *if you do not know your current password, you will first need to reset it before updating your phone number.*