



27<sup>th</sup> March 2018

Dear Parents and Carers,

### **Student Emails at Chepstow School**

We have now arranged for all students at Chepstow School to have their own email address to support and improve in-school communication. This will make emailing students' teachers, and other staff, about their learning or homework much safer. In addition, the email is hosted by Microsoft365 so all students will have full and free access to the entire suite of apps/programmes.

We will be running a full roll-out to students after the Easter break.

Students must only use their school email address for school related work, such as homework, sending work to teachers, asking for help or arranging university visits or applications. Obviously they must never send inappropriate, rude, threatening or upsetting emails to anyone at any time. Their behaviour using this email address is subject to school discipline – please support us by talking to your child about not misusing it.

Our chosen email provider for students is extremely safe and has been designed to be used by children and young adults. However, should anyone contact your son or daughter on this address that you don't know, or *anyone* sends you something upsetting, please inform their Head of House immediately, ideally sending the message contents.

School email can also be added to electronic devices such as smart phones and tablets, but this must be at your discretion. We think it can be a handy way of managing workload, especially homework, but this will be your decision as to whether they can add it to their devices.

To log into Chepstow School Student Email go to: <http://www.chepstowschool.net/studentemail> OR click on the button on the school's website.

The instructions for adding school email to their devices is also attached. Sixth Form students already require a school email address to visit or apply to university. For all students, having a school email address can bring many benefits, including free access to Microsoft Office365.

**Mailbox Quotas:** All students have a standard mailbox storage quota of **50GB**. On approaching this size limit they will receive email notifications to free up space.

**Deleted Item Recovery:** A restore utility is available to retrieve deleted messages or mail folders from the Deleted Items folder for up to 30 days. If this utility is required please contact IT Support, please be sure to include as much detail as possible. **Note:** After 30 days the contents of the Recover Deleted Items folder is **permanently** deleted and cannot be retrieved by IT Support.



**Junk Mail:** This new services scans and removes all email categorised as spam before it reaches any @chepstow.school address. The spam filters are constantly updated, however, it is almost impossible to detect 100% of spam. If you receive any email that you are concerned about, please contact a member of staff.

**Security Information**

- A valid Username and Password are required to access the service
- Smartphones may additionally require a pin number when connecting to the service
- All incoming and outgoing emails either internally or externally are scanned for viruses.

We hope that our young people find many advantages to this new resource – and we're here to assist with any questions.

Yours sincerely,

Ms Claire Price  
Headteacher