

Policy Title	Electronic Communications Policy
Issue date	Sept 2011
Author	Clare Holden
Approved by	Information Management Group
Review Date	July 2012
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Context and/or Aims

One of the College's aims is to deliver improved business systems by moving to electronic system solutions; this includes communication. There are several methods of electronic communication currently in use in the College:

- Outlook email & calendars
- Weekly Alert for Staff
- SharePoint Intranet for Staff
- LearnZone for Students
- Network drives
- Text Messaging

This policy statement is designed to direct staff on the appropriate use of these methods.

Policy Statement

Email is used for sending messages to individuals or groups of staff. All-user emails are restricted to those considered to be "Important" to everyone (for example: Principal's messages, security; emergencies; staff training; staff vacancies). Use of this facility should be made only after approval by a member of the Management Group. Read Receipts must not be requested for such messages.

Staff are encouraged to use **Outlook calendars** in order to efficiently organise meetings and activities. All Outlook calendars are openly shared for review purposes, so confidential appointments should be marked as 'private'.

Weekly Alert: This consists of a short email linking to a document on SharePoint made available on a weekly basis to all staff. This is intended to be the main source of important communications to all staff in the college, and should replace individual all mail user messages. The exceptions to this rule will be urgent messages from the Principal, Estates and Computer Services. It is the responsibility of each member of staff to read these alerts on a regular basis.

The **SharePoint staff intranet** is the definitive source of official college documents other than learning materials, generally with a longer life-span; this includes policy statements, forms, the staff directory, and minutes of cross-college meetings. Each team should have an allocated person responsible for maintaining their area on SharePoint.

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LearnZone is the student learning environment, where curriculum documents, such as timetables, assignment schedules and all learning materials should be published. Teaching staff are encouraged to use this area to provide online interactive activities for students such as blogs, podcasts, and quizzes.

All teams have access to a shared **joint (J:) network drive** – these are shared areas to which access is restricted to the team members, and are intended for staff to share communal documents, records etc.

Text Messaging can be used to contact students individually or in groups. Please contact the Administration Support Team for guidance on this service.

Requirements for Implementation

- To submit items for the **Weekly Alert**, details must be submitted to the WeeklyAlerts@loucoll.ac.uk mailbox by **10.00am on Fridays**, using [this](#) form:
- Staff who are allocated permission to publish documents on the SharePoint Staff Intranet can edit and publish documents in their team area. Staff are also encouraged to seek training to publish to the LearnZone student learning environment.
- All staff should endeavour to use their Outlook calendar, and keep it up to date. All staff calendars are shared to encourage the use of this facility for setting up meetings and events.
- The **Outlook Staff Address Book and SharePoint Staff Directory** contains location details and telephone numbers for college staff which is linked from the Personnel database. Staff should inform the Personnel team if they change location or telephone number.
- Documents such as databases, which are shared and inputted by a number of staff, should be password protected to ensure security against access by unauthorised users, if they are stored on the staff **G: Drive**.
- Staff may be members of more than one joint drive – for example a Curriculum Team and a Development Team can have access to two drives with some members of staff accessing both, with appropriate permissions. To have a joint drive set up, email IT Support with details.

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Related Documents

Data Protection Policy

eSafety Policy for staff