



## Email Protocol

The following protocol has been developed to address the use of distribution groups within the GroupWise Address Book.

Various distribution groups have been created in the GroupWise Address Book to provide easy circulation of information to school and board staff. While the appropriate use of these groups can be beneficial, it is important to control the amount of unnecessary mail that reaches every staff member.

All staff are asked to respect the following protocol when using groups to distribute information to targeted staff.

1. GroupWise email is provided to ELSB Staff for professional and operational purposes.
2. Specialist groups have been created for the purpose of distributing information relevant to each group; e.g. ELSB-School Principals, ELSB-Board-based Staff-All, ELSB-School Trevlac Contacts. On occasion information is sent to these groups and recipients are asked to provide this information to others; e.g. through staff meetings, newsletters, websites.
3. Groups have also been created for each individual school, e.g., ELSB-Bloomfield Elementary Staff, ELSB-Queen Charlotte Intermediate Staff. The use of these groups is generally limited to in-school use. **Principals are required to monitor the appropriate use of these groups.** Principals are also responsible for maintaining the membership of their school group through IT Shared Services.
4. Groups have been created for the purpose of distributing information to wide sections of the education population, e.g. ELSB-All School & Board-based Staff . Prior to using any of these groups or combining any groups for mass email distribution, the following approval process must be followed:
  - a. Review by Principal,
  - b. If approved, the Principal will forward the request to their school supervisor,
  - c. After review by the Superintendent or designate, the school Principal will be notified of the decision.

All approved emails must begin with the following statement:

***This message was approved for circulation by Bob Andrews, Acting Superintendent of Education, English Language School Board.***

5. Large attachments should not be sent using distribution groups. Information should be posted on a website or filed in a shared network folder. The sender can communicate through a group email the URL or folder location of the information.

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