



Esafety at Barham

StaffMail and Pupil (LondonMail)

Email accounts for staff and pupils are provided as part of your LGfL connection and are accessed via USO accounts. To log into the email systems - go to www.lgfl.net and you will see on the right hand side the log-ins for StaffMail or LondonMail.

StaffMail

StaffMail is the email system provided for staff members' professional use. Each account is associated with a staff member's USO account.

The basic StaffMail address structure is *USOusername@lgflmail.org*

For ease of use, StaffMail accounts may have one or more aliases attached to them if a school registers and employs a local domain. The LA may recommend the following naming convention:

firstname.surname@schoolname.LAname.sch.uk, but *there is no default naming convention for personal aliases in StaffMail*, and so this should *never* be used as a rule of thumb with which to 'predict' email addresses.

Access to a StaffMail account can also be configured on Blackberry, Android, Windows Mobile, and iPhone/iPad devices – example configuration information is available at the FAQ address below, but specific support for these devices should be sought from the device provider if required. Users should be aware that functionality may be limited on such mobile devices when compared with a computer workstation.

https://support.lgfl.org.uk/public/lgfl_faq.aspx

Named post holders can also have a shared mailbox such as "office" or "headteacher" and this is often the default set of addresses recommended by the LA for post-holder related and addressed email communications between LA and schools, where StaffMail is the LAs preferred solution.

There are also auto generated distribution lists for staff which can be activated from the USO Support site. Schools can configure additional mail lists and this is the preferred way to email a group of people where one needs, for data protection purposes, to not reveal users emails to others, e.g. group of parents or governors. Advice on how to do this can be found in the on-line User Manual on the Support Site.

The school's named Nominated Contact(s) can contact the LGfL Helpdesk for help in setting up aliases, shared mailboxes, distribution lists and mail lists – again these functions are documented on the Support site.

To ensure all staff have fully moved over to their professional email account it may be helpful to remind them of the alias convention in your school and encourage staff to share this with all professional contacts who sit within their personal email system.

Members of staff can now access a LondonMail account which allows them the ability to email pupils. (See below). It is important that staff only use a LondonMail account for teaching and learning purposes with pupils. Staff would generally only need a LondonMail account for the purposes of teaching the use of LondonMail to pupils, or where SafeMail rules dictate its use due to all other external email communications (which would then include StaffMail) being blocked for pupils in a particular Year Group. *Staffmail should be used for all other professional purposes.*



E-safety at Barham

Pupil Mail (LondonMail with optional SafeMail rules)

LondonMail also has a naming convention which follows best practice advice for use with students in schools. It uses the USO usernames i.e. *USOusername@lgflmail.net*

e.g. a pupil named John Smith would have the account of *smitj001.123@lgflmail.net* where the first three digit number is used to accommodate multiple instances of users with a similar name, and the second is the DfE code of the Local Authority.

Note that LondonMail a different domain from Staffmail, and therefore teachers will have a separate LondonMail address *USOusername@lgflmail.net* .

There are several steps to follow to enable and use SafeMail with children.

- To enable LondonMail, a school's Nominated Contact must raise a support case with the Atomwide LGfL Service Desk (020 82 555 555 option 3)
- Once LondonMail is activated, SafeMail can be configured to apply the degree of restrictions required by the school, if the default settings are deemed unsuitable. SafeMail can restrict incoming and outgoing mail to addresses within the school or year groups. A Nominated Contact from the school can do this by logging on to the support site from Atomwide and activate SafeMail for each class. (Under the "Email tab, SafeMail configuration, School level options)

The following options can be applied at Year Group level, with the exception of the 'Other' year group category which is reserved for teacher accounts:

Users can receive internal mail from:

No-one

Any user of LondonMail (e.g. any other pupil in London)

Any user in same LA

**Any user in same school (Allows teacher to email so probably best option)*

Any user in same year group

Any user in same class

Users can send/receive external email from/to:

**No-one*

Any domain approved by LGfL (broadly any staff in any school in London)

**Any domain approved by the LA (LA can add a specific domain for your school for international or national exchanges for example, so again probably your best choice)*

Anyone on the Internet.

Class mailing lists (Distribution Lists) of pupils with LondonMail accounts can be configured by Nominated Contacts via the Support Site, and then accessed via the Global Address lists in StaffMail only . There are additional contact lists created in public folders which also enable access to the individual pupil contact details, organised by class and/or year group for pupils in that staff member's school only, also via StaffMail. These lists are not accessible via LondonMail accounts.

Teachers using LondonMail to communicate with individual pupils in their school can add pupil addresses manually to their local contacts list within LondonMail if they wish. These contacts will not be automatically updated in the way mail/distribution lists are however.

Where teachers plan for pupils to email other pupils in the class, we advise the teacher manages the pairing/grouping of pupils during a lesson. Once in pairs, pupils can tell their partner their address, who in turn sends an email to them. E-safety Messages should be reinforced when introducing and using Email with pupils, including:

- Keeping passwords safe and private (not telling others our passwords)
- Writing kind messages
- Always logging out of accounts
- Never logging on to another person's account