



ST. BRIDGET'S PRIMARY SCHOOL ELECTRONIC MAIL AND INTRANET/INTERNET POLICY OCTOBER 2020

1 About this Policy

This policy describes the requirements and guidelines which all people who have access to the School's electronic mail ("**e-mail**") system and/or Internet/Intranet must comply with;

- applies to all staff who use the School's computer resources (including, but not limited to employees, emergency teachers and student teachers) ("**Computer Users**"); and
- is to be read in conjunction with the School's Policy for a Discrimination Free Workplace.

2 Policy

Computers and the computer systems, including the e-mail and Internet/Intranet facilities, are the School's property even where access is gained from a personal or home computer.

The School allows access to and the use of e-mail and/or the Internet for legitimate work and education related purposes. This policy contains the School's requirements in regard to the use of these systems.

3 Access to the School's E-Mail System

Access to the School's computer resources (such as e-mail and Internet) is a privilege not a right.

No one is permitted to access the School's email system, without:

- reading and understanding this policy;
- authorisation from the School and an individual password (which must be) from the School's computer systems administrator.

NB. Passwords are to be kept private and changed immediately if they become known to others.

If the School considers that a Computer User has in any way failed to comply with this policy, it may:

- immediately remove the Computer User's access to any part of the School's computer system (including e-mail or Internet);

- audit and view all material viewed on, sent to and from its computer system (including Internet sites and e-mail attachments); and/or
- take disciplinary measures against the Computer User.
- Inform appropriate authorities about the activities of the user.

4 **Appropriate Use of the E-Mail System**

E-mail will generally be used for work/education related communications and must not be used inappropriately.

Computer Users must ensure that all external correspondence by email is identified as coming from the School and contains the following disclaimer:

“This e-mail and any attachments may be confidential. You must not disclose or use the information in this email if you are not the intended recipient. If you have received this email in error, please notify us immediately and delete the e-mail and all copies. The School does not guarantee that this email is virus or error free. The attached files are provided and may only be used on the basis that the user assumes all responsibility for any loss, damage or consequence resulting directly or indirectly from the use of the attached files, whether caused by the negligence of the sender or not. The content and opinions in this email are not necessarily those of the School.”

People using the School’s e-mail system must **not** use it in any of the following ways:

- in a way that may be considered offensive, defamatory, obscene, pornographic, discriminatory, insulting or disruptive to any other person (for example, pictures of naked people, semi clothed people, personal comments about colleagues, students or the School’s administrators);
- to access, view, download, print or send messages or attachments (including to your home email address), which include:
 - language that is not appropriate in the workplace (such as swearing or sexually explicit references);
 - sexually explicit messages or pictures;
 - offensive or inappropriate cartoons or jokes;
 - unwelcome propositions or love letters;
 - ethnic or racial slurs; or
 - any material which contains disrespectful comments about people with disabilities, or people’s sexual orientation, or any person’s physical attributes;
- to access other people’s email accounts;

- for sending chain mail, gambling, participating in on-line games, retrieving games or screensavers unless there is a business need to do so, joining a mailing list or chat group, posting messages to news groups, or engaging in on-line purchasing or selling;
- to distribute the copyright material of third parties, including software, database files, documentation, pictures, articles, graphic files, text or other downloaded information;
- for intentional dissemination of any computer viruses;
- for personal advertising or for personal profit making;
- for disclosing or distributing the School's confidential information;
- for responding to external requests for information or complaints through e-mail unless it is the Computer User's specific responsibility to do so;
- for sending, forwarding, printing or receiving any material or data which does not comply with the School's policies and procedures (including the Discrimination Free Workplace Policy, the Privacy Policy and/or School Manual/Handbook), or which is contrary to the School's best interests; and
- collect, store, or disseminate personal information (information or an opinion that can identify a person) or sensitive information (personal information or an opinion about an individual's: racial or ethnic origin; political opinions; membership of a political association; religious beliefs or affiliations; philosophical beliefs; membership of a professional or trade association; membership of a trade union; sexual preferences or practices; criminal record, or health information about an individual) while using the School's computer resources, unless the Computer User has the prior consent of the person concerned.

People using the School's e-mail system must attempt to keep their saved mail (including mail in Inbox and folders) to a maximum of 1MB. In the event of a user exceeding this amount of email on the server, the school reserves the right to delete excess emails.

The School understands that Computer Users cannot always control the messages that are sent to them. However, Computer Users must discourage third parties (such as family, friends or workmates) from sending inappropriate messages to them.

If a Computer User receives an inappropriate message or attachment to an e-mail he or she must:

1 Send an email to the person who sent the inappropriate email which indicates that such messages should not be sent. An appropriate form of words is :

"Please do not send me this type of material again. The contents of this e-mail do not comply with the School's electronic mail policy. In sending me this e-mail you are breaching the School's policies and putting me at risk of doing so. A breach of the electronic mail policy has serious consequences."

2 You are then requested to forward a copy of this response (together with the inappropriate email) to the School's Principal or computer systems administrator.

3 Delete the email.

5 **Appropriate Use of the Internet/Intranet System**

The School's Internet access facilities will generally be used for authorised work related purposes. The School's Internet facilities must not be used to:

- access, view, download, print, disseminate or post any material that may be considered inappropriate, offensive, defamatory, obscene, pornographic or discriminatory including material that is sexually explicit or that has racist, sexist, political or religious content or which includes inappropriate comments in relation to sexual orientation, disabilities or any other physical attributes;
- attempt to probe security mechanisms at the School or any other Internet sites;
- post any information on Internet newsgroups, bulletin boards or similar forums on behalf of the School unless specifically authorised to do so; or
- lift information from articles on the Internet - unless the Computer User has adhered to the same protocols for recognising source information that apply to the use of hard copy documents as reference or research material.

While using the School's Internet facilities, Computer Users **must**:

- Check that any files downloaded are virus free before they get into the School network.
- If downloading files from the internet:
 - 1 Download the files to the computer hard disc or a floppy disc so that they can be virus checked prior to use;
 - 2 Arrange with the School's computer systems administrator to immediately install an up to date virus checker if there is not an up to date virus checker on the Internet connected computer; and
 - 3 Only transfer internet files into the School's network system once these internet files are proven to be free of viruses.

While using the School's Internet facilities, Computer Users **must not**:

- Misrepresent or attempt to misrepresent their identity; or
- Subscribe to Internet or mail lists without specific authorisation from the School; or
- Download files directly from the internet into the School's network system without complying with the requests set out above.

6 **Personal Use of the School's Computer System**

Limited and occasional personal use of the School's e-mail and Internet system is acceptable.

However, use of the Internet and e-mail must not interfere with the Computer User's work obligations.

Any use of the School's computer system (including Internet or e-mail) by the Computer User must comply with the terms of this policy. Any breach of this policy while using e-mail or Internet for personal use or legitimate work related purposes will result in disciplinary action being taken.

7 Monitoring E-Mail and Internet Use

Access to the School's computer resources (such as e-mail and Internet facilities) is a privilege not a right.

All Computer Users should be aware that:

- The content of both work related and personal e-mail and Internet communications may be monitored by the School to ensure compliance with this and other policies and to support operational maintenance, auditing and security activities
- All e-mails and attachments to email stored on the School's computer system are the School's property and may be viewed by the School; and
- All e-mail and Internet transactions and communications may be monitored or intercepted by other parties (including parties other than the School).

8 Responsibilities

All Computer Users are personally responsible for complying with this policy.

All staff are personally responsible for ensuring that everyone (students & employees) under their supervision are:

- aware of and understand this policy; and
- complying with this policy.

9 Legal References

Federal and relevant State laws bind the School and its employees. A breach of this policy may result in the School and/or its employees breaching any one of the following pieces of legislation:

- *Racial Discrimination Act 1975 (Cth)*;
- *Sex Discrimination Act 1984 (Cth)* ;
- *Disability Discrimination Act 1992 (Cth)* ; or
- *Equal Opportunity Act 1995 (Vic)*
- *Privacy Act 1988 (Cth)*

Note: This is not an exhaustive list of the relevant legislation.

Evaluation: To be reviewed as part of the school's next review cycle.