ST. THERESA'S PRIMARY SCHOOL, ALBION
ELECTRONIC MAIL AND INTERNET/INTRANET POLICY.

RATIONALE:

The purpose of this policy is to establish an appropriate code of practice for use of internet/intranet and e-mail systems. It will ensure that staff, students and parents of St. Theresa's who use our system do so in an appropriate manner.
Guidelines exist to deal with inappropriate use of this technology within this policy.
This policy exists to ensure safe and appropriate access for all users.

Our policy is developed in conjunction with the guidelines provided by the CECV.
We acknowledge that the privacy of all users is respected at all times, but that all material accessed on our system is not secure and remains the property of St. Theresa's School.

BELIEFS:

We believe that the Internet, Intranet and e-mail systems are a vast, diverse and unique resource, which we encourage all students and staff to use as a tool for teaching and learning.
We believe that access to this technology is a privilege not a right.
We believe every user has a responsibility to ensure it is used appropriately.

ABOUT THIS POLICY:

This policy describes the requirements and guidelines, which all people who have access to the School's electronic mail systems and Internet/Intranet must comply with.
It applies to all staff, students and parents that use the School's digital device resources and is to be read in conjunction with the School's Policy for a Discrimination Free Workplace.

POLICY:

Digital device systems, including the e-mail and Internet/Intranet facilities, are the School's property even when access is gained from a personal or home digital device.
The School allows access to these systems for legitimate work and educational related purposes.
This policy contains the School's requirements in regard to the use of these systems.
Any mobile device used for educational purposes, either owned by the school or owned by a child or teacher and used at school must comply with these guidelines.

ACCESS TO THE SCHOOL'S E-MAIL SYSTEM:

Access to the School's computer resources is a privilege not a right.
No one is permitted to access the School's e-mail system without:
- Authorization from the School;
- An individual password from the School's computer system administrator.

If the School considers that a digital device user has in any way failed to comply with this policy, it may:
- Immediately remove the user's access to any part of the School's computer system;
- Audit and view all material viewed on, sent to and from its digital device system (including Internet sites and e-mail attachments);
- Take disciplinary measures against the User, which may include dismissal.

We strongly suggest that staff use a different email account to separate professional and personal use.

APPROPRIATE USE OF THE E-MAIL SYSTEM:

E-mail should mainly be used for work/education related communications and must not be used inappropriately. Users must ensure that all external correspondence by e-mail is identified as coming from the School and contain the following disclaimer:

"This e-mail and any attachments may be confidential. You must not disclose or use the Information in this e-mail; if you are not the intended recipient. If you have received this e-mail in error, please notify us immediately and delete the e-mail and all copies. The School does not guarantee that this e-mail 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 opinion in this e-mail are not necessarily those of the School.

People using the School's e-mail system may **not** use it in the following ways:
- In a way that may be considered offensive, defamatory, obscene, pornographic, discriminatory, insulting or disruptive to any other person:
- To access, view, download, print or send messages or attachments which include:
- Language that is not appropriate in the workplace;
- Sexually explicit messages or pictures:
- Offensive or inappropriate cartoons or jokes:
- Unwelcome propositions or love letters:
- Ethnic or racial slurs:
- 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 e-mail accounts:

- For sending chain mail, gambling, participating in on-line games, retrieving games or screen savers 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 of third parties, including software, database files, documentation, pictures, articles, graphic files, text or other download 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 or which is contrary to the School's best interest;
- To collect, store or disseminate personal information (information or an opinion that can identify a person) or sensitive information while using the School's digital resources, unless the user has the prior consent of the person concerned.

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

If a user receives an inappropriate message or attachment to an e-mail he or she must:
- Send an e-mail to the person who sent the inappropriate e-mail, which indicates that such a message should not be sent;
- Forward a copy of this response, together with the inappropriate e-mail to the School's ICT Systems Administrator;
- Delete the e-mail;

<u>APPROPRIATE USE OF THE INTERNET/INTRANET SYSTEM:</u>

The School's Internet access facilities should mainly be used for authorized 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;
- Attempts to probe security mechanisms at the School or any other Internet sites;
- Post any information on the Internet news groups, bulletin boards or similar forums on behalf of the School unless specifically authorized to do so;
- Lift information from articles on the Internet unless adhering to the same protocols for recognizing source information that apply to the use of hard copy documents as reference or research material.

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

- Check that any files downloaded are virus free before they get into the School network.
- Download the files to the computer hard disc or a floppy disc so that they can be virus checked prior to use.
- 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, users **must not:**
- Misrepresent or attempt to misrepresent their identity.
- Subscribe to Internet or mail lists without specific authorisation from the School.
- Download files directly from the Internet into the School's network system without complying with the requests set above.

PERSONAL USE OF THE SCHOOL'S DIGITAL DEVICE SYSTEM:

Limited and occasional personal use of the School's e-mail and Internet system is acceptable.
However, use of Internet and e-mail must not interfere with the user's work obligations.
Any use of the School's digital device system by the user must comply with the terms of this policy.
Any breach of this policy while using e-mail or Internet for personal or legitimate work related purposes would result in disciplinary action being taken. Such action may include termination of employment.

MONITORING E-MAIL AND INTERNET USE:

Access to the School's computer resources is a privilege not a right.
All users should be aware that:
- The contents 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 e-mails stored on the School's internet system are the School's property and may be viewed by the School;
- All e-mail and Internet transactions and communications may be monitored or intercepted by other parties (including parties other than the School).

RESPONSIBILITIES:

All users are personally responsible for complying with this policy.
All staff are personally responsible for ensuring that students under their supervision are aware of and understand this policy and comply with it.

- **Consequences for not complying with this policy:**

1st Offence	Verbal warning and name recorded on ICT Warning List

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2nd Offence	Short term (one week) suspension from using multimedia devices within the school. User accounts will be disabled. Name recorded on [ICT Warning List](#)
3rd Offence	Short term (one week) suspension from using multimedia devices within the school. User account will be disabled. Name recorded on [ICT Warning List](#) Letter home to parents to be signed before students can use multimedia devices again.
4th Offence	Long term (one month) suspension from using multimedia devices within the school. User account will be disabled. Name recorded on [ICT Warning List](#) Letter home to parents to be signed and interview with Principal before students can use multimedia devices again.
	Please note that if a deliberate or particular offensive act occurs steps 1-3 may be by-passed.
	Students will be made aware of the consequences for misuse on a regular basis.

LEGAL REFERENCES:

Federal and relevant State laws bind the School and its staff and students. 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*
- *Sex Discrimination Act 1984*
- *Disability discrimination Act 1992*
- *Equal Opportunity Act 1995*
- *Privacy Act 1988*