

E-MAIL AND INTERNET POLICY

Legal Status:

- Prepared with regard to the Equality Act 2010, Race Relations Act 1976, Race Relations Amendment Act 2000, Sex Discrimination Act 1986, Children's Act 1989 and Special Educational Needs and Disability Act 2001

Applies to:

- Whole School

Related documents:

- Employment Manual
- Equality and Diversity Policy and Procedures
- Safeguarding Children - Child protection
- E Safety
- First Aid
- Health, Safety and Welfare Policy and Procedures
- Risk Assessment
- Prudence Policy
- Staff Manual
- Safer Recruitment

Available from:

- The School office

Monitoring and Review:

- To be continuously monitored and reviewed by no later than September 2021.

Signed:



Date: September 2020

Proprietor and Principal

E-MAIL AND INTERNET POLICY

This policy forms part of your contract of employment.

Introduction: Legislation regulates the use of Information Technology, data protection and confidentiality. You are expected to assist in ensuring that the School complies with the law and you are required to adhere to the following rules. Failure to do so may result in disciplinary action, which could lead to your dismissal on the grounds of gross misconduct in serious cases.

This policy sets out the requirements with which you must comply when using the School's e-mail and internet services. It relates to all electronic devices which are capable of accessing the internet including Smartphones, iPads, tablets and similar devices. It also includes peripheral devices such as memory sticks, other storage devices and scanners. This list is not exhaustive.

Property: You should treat any property belonging to the School with respect and reasonable care and report any faults or breakages immediately to the Principal. You should not use the School's computers unless you are competent to do so and should ask for training if you need it.

Viruses: You should be aware of the potential damage that can be caused by computer viruses. You must not download, introduce or operate any files, programmes or data including computer games or open suspicious e-mails which have not first been checked by the School for viruses.

Passwords: Passwords protect the School's network and computer system. They should not be obvious, for example a family name or birthdays. You should keep the password confidential. It should only be given to another person with the permission of management. If you believe that someone knows your password you must change it immediately. You must not attempt to gain unauthorised access to anyone else's computer or to confidential information which you are not authorised to access.

Leaving workstations: If you leave your workstation for any period of time you should take appropriate action and, in particular, you should log off and/or set your screen saver with an appropriate password.

Internet

Misuse: The School recognises that for some members of staff, use of the internet is an integral part of their job. The internet facility is provided for School related activities only. The School monitors the use of the internet. If it discovers its use has been abused or is contrary to this policy, disciplinary action may be taken.

Use of internet social networking sites and social media: We require employees to understand the potential for breaches of confidentiality when using Internet social networking websites such as Facebook or Twitter. Entering into discussions outside work about what happens when at work may lead you to breach your duty of confidentiality.

You must not, at any time, discuss or make indirect reference to the School, your work, your colleagues, suppliers, clients or any associated business on social networking sites.

You must not make any comments which could be thought to relate to the School or your work in any way. Making general comments about your work could be misconstrued and so should be avoided. Making malicious, offensive or derogatory comments about work colleagues or the School on websites or engaging in exchanges which may bring the School into disrepute may lead to disciplinary action, which in serious cases may lead to dismissal.

If you are unsure about your obligations under this policy, or wish to discuss this in more detail, please speak to the Principal.

Downloading: Downloading of any programme or file which is not specifically related to your job is strictly prohibited.

Personal use: Use of the internet during working hours for personal reasons is prohibited. If the School discovers that excessive periods of time have been spent on the internet provided by the School either in or outside working hours, appropriate disciplinary action may be taken.

Unsuitable material: Viewing, retrieving or downloading of pornographic material, or any other material which the School believes is unsuitable, at any time, is strictly prohibited and constitutes gross misconduct.

Contracts: You are not permitted, to enter into any contract or subscription on the internet on behalf the School, without specific permission from the Headmaster.

E-mail

Personal use: E-mail is provided for School related purposes only and personal use is strictly forbidden. You should only give your School e-mail address where your work requires. The School monitors the use of e-mail and if it discovers that you have sent personal e-mails, disciplinary action may be taken.

Status: E-mail should be treated in the same way as any other form of written communication. Anything that is written in an e-mail is treated in the same way as any form of writing. You should not include anything in an e-mail which is not appropriate to be published generally.

Inappropriate use: Any e-mail message which is abusive, discriminatory on grounds of sex, marital status, race, disability, sexual orientation or religious belief, or defamatory is not permitted. Use of the e-mail system in this way constitutes gross misconduct. The School will take no responsibility for any offence caused by you as a result of downloading, viewing or forwarding inappropriate e-mails.

Legal proceedings: You should be aware that e-mails are disclosable as evidence in court proceedings and even if they are deleted, a copy may exist on a back-up system or other storage area.

Jokes: Trivial messages and jokes should not be sent or forwarded to the e-mail system. Not only could these cause distress to recipients if inappropriate but could also cause the School's IT system to suffer delays and/or damage.

Contracts: Contractual commitments via an e-mail correspondence are not allowed without prior authorisation of the Principal.

Disclaimer: All correspondence by e-mail should contain the School's disclaimer.

Monitoring: Any email or message that you send through the School's IT systems or mobile telephones is the School's intellectual property. The School regularly monitors the use of the internet and e-mail systems to check that the use is for work-related purposes. The School reserves the right to retrieve and read all emails and messages sent through the IT system for any reason permitted by law. If it is discovered that any of the systems are being abused and/or that the terms of this policy are being infringed, disciplinary action may be taken which could result in your dismissal.