

INTERNET AND EMAIL POLICY

POLICY NO: 019

Effective Date:	31 January 2014
Last Review Date:	December 2016
Next Review Date:	December 2018
Pages:	5

POLICY PURPOSE

This document sets out the security, administration and internal rules which you should observe when communicating electronically or using the IT facilities provided by Communicare Academy (the 'School').

This Policy applies to all teachers, employees and contractors of the School.

School Property

The School is the owner of copyright in all email messages and other work documents created by its employees and contractors in performing their duties.

PROCEDURE

1	<p>Monitoring</p> <p>From time to time, the contents and usage of email may be examined by the School or by a third party on the School's behalf. This will include electronic communications which are sent to staff/students or by staff/students, both internally and externally. Emails should therefore be structured in recognition of the fact that the School may from time to time have the need to examine its contents.</p> <p>The School's computer network is a business and educational tool to be used primarily for business or educational purposes. Staff/students, therefore have a responsibility to use these resources in an appropriate, professional and lawful manner.</p> <p>All messages on the School's system will be treated as education or business related messages, which may be monitored. Accordingly, it is understood that any information or document transmitted or stored on the School's computer network will not be private.</p> <p>It should also be made to be aware that the School is able to monitor the use of the Internet, both during school or working hours and outside of those hours. This includes the sites and content that are visited and the length of time spent using the Internet.</p> <p>Emails will be archived by the School as it considers appropriate.</p>
2	<p>Personal Use</p> <p>Staff/students are permitted to use the Internet and email facilities to send and receive personal messages, provided that such use is kept to a minimum and does not interfere with the performance of work duties.</p> <p>However, it should be borne in mind that any use of the Internet or email for personal purposes is still subject to the same terms and conditions as otherwise described in this Policy.</p> <p>In the case of shared IT facilities, it is expected to respect the needs of colleagues and use the Internet and email in a timely and efficient manner.</p> <p>Excessive or inappropriate use of email or Internet facilities for personal reasons during working hours may lead to disciplinary action.</p>
3	<p>Content</p> <p>Email correspondence should be treated in the same way as any other correspondence, such as a letter or a fax. That is, as a permanent written record which may be read by persons other than the addressee and which could result in personal or the School's liability. The School/staff or students may be liable for what is said in an email message. Email is neither private nor secret. It may be easily copied, forwarded, saved, intercepted, archived</p>

	<p>and may be subject to discovery in litigation. The audience of an inappropriate comment in an email may be unexpected and extremely widespread.</p> <p>The Internet or email should never be used for the following purposes:</p> <ul style="list-style-type: none"> (a) to abuse, vilify, defame, harass or discriminate (by virtue of sex, race, religion, national origin or other); (b) to send or receive obscene or pornographic material; (c) to injure the reputation of the School or in a manner that may cause embarrassment to your employer; (d) to spam or mass mail or to send or receive chain mail; (e) to infringe the copyright or other intellectual property rights of another person; or (f) to perform any other unlawful or inappropriate act. <p>Email content that may seem harmless may in fact be highly offensive to someone else. In determining whether an email falls within any of the categories listed above, or is generally inappropriate, the School will consider the response and sensitivities of the recipient of an email rather than the intention of the sender.</p> <p>If inappropriate material is received by email, it should be deleted immediately and not forwarded to anyone else. It would be appropriate to discourage the sender from sending further materials of that nature.</p> <p>Comments that are not appropriate in the workplace or school environment will also be inappropriate when sent by email. Email messages can easily be misconstrued. Accordingly, words and attached documents should be carefully chosen and expressed in a clear, professional manner.</p> <p>Use of the School's computer network in a manner inconsistent with this policy or in any other inappropriate manner, including but not limited to use for the purposes referred to in paragraph 4.3 of this policy, will give rise to disciplinary action, including termination of an employee's employment or contractor's engagement.</p>
4	<p>List procedures (with hyperlinks).(Procedure No). Privacy</p> <p>In the course of carrying out duties on behalf of the School, staff may have access to, or handle personal information relating to others, including students, colleagues, contractors, parents and suppliers. Email should not be used to disclose personal information of another except in accordance with the School's Privacy Policy or with proper authorisation.</p> <p>The Privacy Act requires both staff and the School to take reasonable steps to protect the personal information that is held from misuse and unauthorised access. It is therefore stressed, that staff take responsibility for the security of personal computers and not allow it to be used by an unauthorised party, which specifically includes anyone who is not an employee of the School.</p> <p>Staff/students will be assigned a log-in code and will also select a password to use the School's electronic communications facilities. These details must not be disclosed to anyone else. It is suggested that steps are taken to keep these details secure. For example, passwords should be changed regularly and log-in codes and passwords should not kept in writing close to the working area.</p> <p>When leaving the desk, either lock the screen or log-out. This will avoid others gaining unauthorised access to personal information, the personal information of others and confidential information within the School.</p>

	<p>In order to comply with the School's obligations under the Privacy Act, use the blind copy option when sending emails to multiple recipients where disclosure of those persons' email addresses will impinge upon their privacy.</p> <p>In addition to the above, staff/students should familiarise themselves with the National Privacy Principles ('NPPs') and ensure that the use of email does not breach the Privacy Act or the NPPs. If you require more information on the Privacy Act and how to comply, please contact the Principal.</p>
5	<p>Distribution and Copyright</p> <p>When distributing information over the School's computer network or to third parties outside the School, ensure that the sender and the School have the right to do so, and that there is no violation the intellectual property rights of any third party.</p> <p>When unsure of whether the sender has sufficient authorisation to distribute the information, contact the Principal.</p> <p>In particular, copyright law may apply to the information intended for distribution and must always be observed. The copyright material of third parties (for example, software, database files, documentation, cartoons, articles, graphic files and downloaded information) must not be distributed through email without specific authorisation to do so.</p>
6	<p>Encryption and Confidentiality</p> <p>When email is sent from the School to the network server and then on to the Internet, the email message may become public information. Encryption will reduce the risk of third parties being able to read email and should be used in cases where additional security is required. If more information is required in relation to encrypting messages, contact the IT department.</p> <p>As mentioned above, the Internet and email are insecure means of transmitting information. Therefore, items of a highly confidential or sensitive nature should not be sent via email. There is always a trail and a copy saved somewhere, not necessarily only on the School's network server.</p> <p>This confidentiality requirement applies even when encryption is used.</p> <p>Email sent over the Internet may be truncated, scrambled, or sent to the wrong address. There is a possibility that outgoing email sent over the Internet may arrive scrambled or truncated, may be delayed, may not arrive at all, or may be sent to the wrong address. Where outgoing email is important or urgent, verify that the recipient has received the email in its entirety.</p> <p>All emails that are sent from the email address contain the School's standard disclaimer message, which will read as follows:</p> <p style="padding-left: 40px;"><i>The contents of this email are confidential. Any unauthorised use of the contents is expressly prohibited. If you have received this email in error, please advise by telephone (reverse charges) immediately and then delete/destroy the email and any printed copies. Thankyou.</i></p> <p>(This message will be set to appear automatically on each outgoing email. Please contract IT if this feature is not working)</p> <p>There is a risk of false attribution of email. Software is widely available by which email messages may be edited or 'doctored' to reflect an erroneous message or sender name. The recipient may therefore be unaware that he or she is communicating with an impostor. Accordingly, reasonable degree of caution must be maintained regarding the identity of the</p>

	<p>sender of incoming email. Verify the identity of the sender by other means if there are concerns.</p> <p>Please delete old or unnecessary email messages and archive only those email messages that need to be kept. Retention of messages fills up large amounts of storage space on the network server and can slow down performance. Maintain as few messages as possible in in-boxes and out-boxes. If there are email items which may be required at a later date, please ensure that these are saved in the network directory so that appropriate backups are made School wide.</p>
7	<p>Viruses</p> <p>All external files and attachments must be virus checked using scanning software before they are accessed. The Internet is a potential host for computer viruses. The downloading of infected information from the Internet is potentially fatal to the School computer network. A document attached to an incoming email may have an embedded virus. Virus checking is done automatically through the virus protector software installed on the network server. If there are concerns about an email attachment, or it is believed that it has not been automatically scanned for viruses, should contact IT department.</p>
8	<p>Absence</p> <p>In cases where staff are likely to be absent from work for any period of time, arrangements should be made for emails to be accessible by the School or ensure that an 'out of office reply' is automatically set. This automatic reply will alert those trying to make contact that the person is away from work and that important queries should be directed to a nominated colleague. If assistance is required in installing this feature, please contact IT department.</p>
9	<p>Policy Updates</p> <p>This policy may be updated or revised from time to time. The School will notify staff/students each time the Policy is changed. When unsure whether of the most current version, contact School Principal.</p>
10	<p>General</p> <p>The terms and recommended conduct described in this Policy are not intended to be exhaustive, nor do they anticipate every possible use of the School's email and Internet facilities. Staff/students are encouraged to act with caution and take into account the underlying principles intended by this Policy. If unsure of the appropriate action relating to use of email or the Internet, contact the School Principal.</p>