

USE OF E-MAIL

POLICY STATEMENT FOR THE ROBERT NAPIER SCHOOL - EMPLOYEE

1. The Robert Napier School has an e-mail system and connection to the Internet to help it conduct its business and you must not use them to engage in improper, illegal or extensive personal activity.
2. Unauthorized use includes, but is not limited to:
 - transmitting or storing offensive material
 - doing anything which would compromise the security and integrity of information contained within any Robert Napier School system
 - soliciting or conducting any activity outside the scope of your responsibilities as a Robert Napier School employee relating to personal business, political activity, religious causes or any commercial ventures
3. Limited occasional personal use of the e-mail system for sending and receiving messages both within The Robert Napier School and externally is permitted but not encouraged. What is considered acceptable or unacceptable is at the Headteacher's discretion. See paragraph 2 under "E-mail rules: Your obligations as an e-mail user" below.
4. Robert Napier School's e-mail systems are the property of the school and this means that all copies of messages created, sent, received or stored on the system are and remain the property of the school. This means there should be no expectation of privacy by any user, even if an e-mail message is designated as "private".
5. From time to time the school will monitor and review the uses to which e-mail is being put. This is important as it will help ensure the systems still meet the school's needs. This means your use of the school's e-mail systems will be open to scrutiny at all times.

E-MAIL RULES: Your obligations as an e-mail user

1. The Robert Napier School's e-mail systems and connection to the Internet are provided for the school's business purposes and you must not use them to engage in improper, illegal or extensive personal activity.
2. The primary function of the school e-mail system is to support the teaching and learning of students. To this end it is acceptable for students to know and use teachers' school e-mail addresses and for teachers to communicate with students via e-mails. However, if e-mails are used, teachers and other adults working in the school must be aware of the correct protocol for such use. No adult employed by the school should use their private e-mail account to communicate with a student or students. Neither should they contact a student via the student's private e-mail account.
3. Limited occasional personal use of the e-mail system is permitted, however, for sending and receiving messages both within The Robert Napier School and externally. What is considered acceptable or unacceptable is at the Headteacher's discretion. Any personal use of the e-mail system by employees must be kept to a minimum and must not interfere with your normal work. Any employee who misuses this freedom may be liable to disciplinary action up to and including termination of employment in cases of serious abuse.

4. The e-mail system is not to be used to create, send, receive or store messages or materials which are offensive or disruptive, or which infringe the copyright or other intellectual property rights of any third parties. The school has policies against sexual or other harassment and these apply fully to the use of its e-mail systems. Among those which are considered offensive are any messages which contain:
 - sexual implications
 - racial slurs
 - derogatory gender-specific comments
 - defamatory statements
 - any other comment that offensively refers to someone's age, sexual orientation, religious or political beliefs, national origin or disability

5. Because the capacity of the school's e-mail system is not unlimited you must take care to see that nothing you do directly or indirectly causes strain on the facilities, overloads them or interferes with the use of the e-mail system by others. Examples of actions that will cause problems are:
 - attaching or sending e-mails greater than 200Kb in size (including attachments and images). This is to be avoided
 - excessive use of "copies for information", especially where the copies go to large distribution lists of other users without it being clear that they have asked for, or need the information
 - "spamming" – exploiting global or group e-mail distribution lists or similar systems for the widespread distribution of unsolicited messages. This is forbidden. If you are the victim of such activity, you must let the Headteacher know at once
 - "letter bombing" – re-sending the same e-mail repeatedly to one or more recipient. This is forbidden. If you are the victim of such activity, you must let the Headteacher know at once
 - sending or forwarding "chain letters". This is forbidden. You must let the Headteacher know if you receive a chain letter from any source
 - downloading or transmitting any program files (such as .exe files) from the Internet or from any other source. These sometimes contain viruses and they often take up large amounts of computer memory

6. You may not assume that any message in the school's e-mail system is your confidential or private property. Even when a message is deleted, it may still be possible for the System Administrator to retrieve and read that message. The use of a password for security does not guarantee confidentiality.

7. You are not authorised to retrieve or read any e-mail messages that are not addressed to you, unless they are copied to you by someone who has authority to read them and send them to you. You must not attempt to gain access to another employee's messages without that employee's permission or the authorisation of his/her line manager. In addition, you must never swap passwords and logon details with another user to try and gain access to their messages.

8. All employees must keep their passwords confidential. The school's security policy prohibits the sharing of User Ids or logons. The Network Administrator will advise about the proper procedures if another user needs to access your e-mail on a routine basis or, for example, when you are away from the office.

9. Every employee using the school's e-mail facilities must identify himself or herself honestly, accurately and completely (including their job title and responsibilities within the school) if asked by another e-mail user to do so.
10. The Robert Napier School's systems all have virus protection on them and will automatically scan files, etc. attached to e-mails. However if you discover a virus – or you are alerted to the possibility there may be one – you must contact the Network Administrator immediately.
11. Any employee who attempts to disable, defeat or circumvent any of the school's security facilities will be subject to disciplinary action.
12. If you leave your PC unattended for any reason, it must be locked (Ctrl, Alt, Del). If left unattended for any length of time you must log out. This is to prevent unauthorised use of either the machine or the school's systems.

Violation of this policy

1. Any employee who discovers a violation of this policy shall notify their manager who will in turn notify the Headteacher.
2. Any employee who violates this policy or uses the e-mail systems for any purpose deemed improper or unreasonable by Advisory Board may be subject to disciplinary action up to and including termination of employment in cases of serious abuse.

(Adopted at the Advisory Board Meeting held on 27 June 2013)