

E-MAIL AND INTERNET ACCEPTABLE USE POLICY



1 INTRODUCTION

The Oaks Community Primary School views the Internet and the use of email as an increasingly important business tool. The purpose of this policy is to protect the quality and integrity of the The Oaks Community Primary School's electronic communications and to provide employees with standards of behaviour when using them. This document sets out guidelines for email and Internet use by all employees/volunteers to encourage the correct use of email and the Internet in the business environment. Any breach of this policy or misuse of electronic communications may constitute a serious disciplinary matter and may lead to dismissal.

2 POLICIES

It is the policy of The Oaks Community Primary School to encourage the use of its electronic mail and Internet services to share information, to improve communication and to prohibit unauthorised and improper use of these means of communication. Use of the internet and email facilities is permitted and encouraged where such use is suitable for business purposes only and supports the goals and objectives of the The Oaks Community Primary School and is to be used in a manner that is consistent with the The Oaks Community Primary School's standards of business conduct and as part of the normal execution of an employee's job responsibilities. Those who use the The Oaks Community Primary School Internet and email services are expected to do so responsibly and must comply with this policy. Personal use of email Internet facilities is restricted to the terms of clause 3.8.

3 GENERAL PRINCIPLES

The following principles apply to all electronic communications sent by employees and all use of the Internet if using The Oaks Community Primary School's access accounts or equipment. It also applies to employee's use of individual access accounts accessed via The Oaks Community Primary School equipment.

3.1 ACCESS

- 3.1.1 The Oaks Community Primary School reserves the right to designate those employees to whom it will provide access to the internet and electronic mail services and may revoke access at any time to persons who misuse the system. The Oaks Community Primary School's computer equipment and systems must only be accessed and operated by those authorised to do so. Unauthorised use, intentional interference with the normal operation of the network or failure to comply with this policy will be regarded as gross misconduct and may lead to dismissal and possible criminal prosecution.
- 3.1.2 Internet access is controlled and The Oaks Community Primary School reserves the right to prevent access to any sites it deems unacceptable. Any employee attempting to evade the controls instituted will be suitably disciplined and may be dismissed in appropriate circumstances.

3.2 VIRUSES

All computers should use authorised and current anti-virus protection software. No unauthorised anti-virus software should be installed, transmitted or downloaded. In addition, you must not:

- 3.2.1 deliberately introduce a virus, worm, trojan horse, Spyware, or other similar code nor take any action to circumvent, or reduce the effectiveness of, any anti-virus or other malicious software detection, removal and protection precautions established by our IT Provider.

3.3 SECURITY

- 3.3.1 All software downloaded to a computer or device owned by The Oaks Community Primary School must be approved by The Oaks Community Primary School's IT Provider before installation to assure compatibility with software already installed on the computer. Problems may arise when unauthorised software is installed which is not compatible with

the approved software. No disks (other than appropriate DVD and music CDs used for educational purpose) may be brought in from an employee's home and used on The Oaks Community Primary School's system at any time.

- 3.3.2 Subject to paragraph 3.3.1, employees must not download software or electronic files without implementing virus protection. All files attached to external email as well as files downloaded from the Internet must be scanned. Users must report suspected incidents of software viruses or similar contaminants from email attachments and/or downloads from the Internet immediately to The Oaks Community Primary School's Headteacher or IT Provider.
- 3.3.3 Passwords, encryption keys and other confidential information relating to The Oaks Community Primary School's systems must not be transmitted over the Internet or by email and must be kept secure.
- 3.3.4 Employees and governors must not change or use another person's files, output or user name for which they do not have express authorisation. Employees should use password protection or switch off their computer when away from it.
- 3.3.5 Employees and governors are responsible for all use of their username. Employees are prohibited from sharing their username or password with anyone else nor should they use any other person's username.
- 3.3.6 Employees and governors must not carry out any action (including loading any software on to the IT Facilities) that shall or may interfere with the normal working of the IT Facilities or may interfere with or disrupt other users' use of the IT Facilities or access, corrupt or modify any other user's data without their consent.

3.4 MONITORING

- 3.4.1 By accessing the internet and electronic mail services through facilities provided by The Oaks Community Primary School the user acknowledges that The Oaks Community Primary School can monitor and examine all individual connections and communications. The Oaks Community Primary School respects the privacy of Internet and email users and will not routinely inspect, monitor, log, track or disclose email or Internet access activities without good cause.
- 3.4.2 The Oaks Community Primary School may deny access to the internet and its electronic mail services, and may inspect, monitor, log, track or disclose email or internet access activities in, but not limited to, the following circumstances:
 - (a) if there are substantiated reasons to believe that violations of the law and/or this policy have taken place which provide The Oaks Community Primary School with good cause; or
 - (b) a bona fide complaint is received in relation to misuse of email or Internet access.

3.5 PROHIBITED USE

- 3.5.1 Employees and governors must not view, store, transmit, upload, download or intentionally receive communications, web pages, files or documents that are or could be interpreted as intimidating, harassing or illegal or containing hostile, degrading, sexually explicit, pornographic, discriminatory or for acts of terrorism otherwise offensive material.
- 3.5.2 Employees and governors must not send unsolicited emails, or email messages to multiple recipients or use email for personal gain nor represent personal opinions as those of The Oaks Community Primary School.

- 3.5.3 Employees may not install or play games on The Oaks Community Primary School 's-owned computers. The Oaks Community Primary School will block any games traffic that negatively affects other users' experience and will not provide support for any gaming activities.

3.6 CONFIDENTIALITY

- 3.6.1 Email can be inadvertently sent to the wrong address. It may also be read by someone other than the intended recipient. Caution must be exercised when communicating proprietary, confidentially sensitive information or information relating to The Oaks Community Primary School when using email systems and users should ensure that such information is properly encrypted and that they have the authority to send it.
- 3.6.2 No client or customer related information should be sent over any public computer system without the prior written consent of the client or customer.

3.7 COPYRIGHT

Employees must adhere to all intellectual property and copyright law. Employees must not upload, download or otherwise transmit any copyrighted materials belonging to parties outside The Oaks Community Primary School without the copyright holder's written permission.

3.8 PERSONAL USE

- 3.8.1 The Oaks Community Primary School email and Internet systems may not be used for personal purposes during normal working hours. Occasional use for personal reasons is allowed outside working hours subject to the terms and conditions of this policy. The use of web-based email systems such as "Hotmail" and "yahoo" is encouraged to avoid The Oaks Community Primary School email accounts being used. Personal external email sent via The Oaks Community Primary School access account should clearly indicate that it is a personal communication and unrelated to The Oaks Community Primary School. Users are expected to respect and not abuse the privilege of personal email and specifically must not:
- (a) use The Oaks Community Primary School 's email systems, content and mailing lists for personal gain;
 - (b) directly or indirectly interfere with the operation of email services, and cause unwarranted or unsolicited interference with the use of email systems by others;
 - (c) interfere with employment duties, or other obligations to The Oaks Community Primary School; or
 - (d) burden The Oaks Community Primary School with noticeable system congestion and/or additional costs. Any sources causing such congestion and/or additional costs will be blocked automatically and will not be permitted access to our mail system.
- 3.8.2 Records arising from personal use of email will be treated no differently from other email when applying this policy in respect of confidentiality, privacy, disclosure and technical administration.
- 3.8.3 Employees are able to utilise The Oaks Community Primary School 's computers for personal use, outside of periods that the employee is expected to be working, i.e. before or after work and during a recognised break. Provided that by using such systems use, does not:

- a) interfere with the performance of your work;
- b) incur unwarranted expense on the The Oaks Community Primary School;
- c) have an adverse or negative impact on the The Oaks Community Primary School; and
- d) is otherwise in accordance with these Conditions of Use.

3.9 CONTRACTS

Employees should be aware that contracts, which bind The Oaks Community Primary School, can be created on the Internet or by email. Employees must not enter into contracts or subscribe for, order, purchase, sell or advertise for sale any goods or services on the Internet or by email, unless with the express authorisation of The Oaks Community Primary School.

4 DISCIPLINARY ACTION

Any breach of this policy may be subject to disciplinary action, up to and including dismissal and may result in criminal prosecution.

5 EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received and read this document: E-Mail and Internet Acceptable Use Policy and I understand that it is my responsibility to ensure that I comply with its requirements and any applicable law relating to acceptable use within the Company.

Name of Employee

Signature of Employee

