CARDIJN COLLEGE

Email Policy

Rationale

Staff members, students and authorised visitors (collectively known as 'Users') are provided with a College email account to be used primarily for College purposes. The use of the College email facilities becomes a formal corporate record of the College and is governed by relevant legislation, by the College's stated values and standards of professional conduct, by the CESA Code of Conduct, the College's ICT Acceptable Use Policy and by the protocols that apply to all forms of written communication.

Policy Statement

All users are to use the school's ICT primarily for educational or business purposes and only in a way that enhances student and staff learning, contributing to the betterment and well-being of the community. The technology is to be used in harmony with the Catholic ethos of the College and uphold its mission and values.

Purpose

Access to the College's email facilities is provided for the purpose of sending and receiving emails related to the business of the College or to the study program of the students.

Regular Accessing

It is important for members of staff and students to access and read email messages sent to their Cardijn College or Marcellin College email account on a timely basis.

Broadcast emails

The use of broadcast email to all students or all staff or both is to be kept to a minimum and will predominantly be for purposes of official college business.

The authorisation for broadcast email is:

- The Principal or Deputy Principal for a broadcast email to all students or all staff of the College.
- As an authorised delegate of the Principal, the extended leadership team is permitted to broadcast email to all members of staff or all students providing the email is related to their delegated areas.

Email communications to a group of staff by a member of staff that are clearly presented as the views of or information from that person and not as an official announcement of the College are considered to be Broadcast Emails.

In general, notices concerning events or matters that members of the College wish to draw to the attention of other members of the College should be placed in the staff room.

Date approved: August 2018
Date of next review: August 2021
Related Policies: ICT Policy

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Unacceptable Use

Users will not use Email facilities for the following purposes:

1. to abuse, vilify, defame, harass, degrade or discriminate (by virtue of sex, race, disability, religion, national origin or other)
2. to send, receive or store obscene, offensive or pornographic material
3. to discuss or comment on the physical appearance of other persons (whether they receive the message or not)
4. to harass any person whether through language, frequency or size of messages
5. to injure the reputation of the College and or the Church in a manner that may cause embarrassment to the employer or the Church
6. to offend the ethos and values of Catholic teachings
7. to spam, spoof or mass mail or to send or receive chain mail
8. to infringe the copyright or other intellectual property rights of another person
9. to perform any other unlawful or inappropriate act sending bulk unsolicited mail (commonly known as SPAM)
10. utilising access for commercial or personal gain not associated with the College's mission
11. more than an incidental level of personal use

Users unsure if their activities fall within these parameters should seek advice from their line managers or a member of leadership as appropriate.

Privacy of email

The College respects the privacy of users email, and therefore does not permit retrieval, inspection, or disclosure of email messages without the prior consent of:

For Staff – this requires the approval from the Principal or Deputy.

For Students – This requires approval from a member of the Leadership team

Monitoring

The College accepts that the use of email is a valuable tool. However, misuse of this facility can have a negative impact upon the reputation of the College.

As the College's email facilities are provided for business purposes, the College maintains the right to examine any data recorded in those systems.

In order to ensure compliance with this policy, the College also reserves the right to use monitoring software in order to check upon the use and content of emails. Such monitoring is for legitimate purposes only and will be undertaken in accordance with Privacy of email.

Breaches

The breach of this policy will be taken seriously and may result in disciplinary action being taken. Cases of serious, deliberate and/or criminal breach may be referred to external authorities and may result in civil or criminal proceedings.