



OLSJ
OUR LADY + ST JOSEPH
CATHOLIC PRIMARY SCHOOL

Email Policy

Our Lady and St Joseph Catholic Primary School

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Approved by: Governing Body
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Review Date: January 2021
Checked DPO: January 2019

EMAIL POLICY

‘With Christ at our centre, we love, listen and learn’

Purpose of the Policy

To ensure

- Correct use of email by employees of Our Lady & St Joseph

Aims

- To ensure compliance with current legislation
- To ensure acceptable use of email
- Not to create unnecessary risk to the school by misuse of the internet
- To ensure email retention (all deleted emails to be permanently deleted at the end of each academic year)

Unacceptable Behaviour

The following behaviour by an employee is considered unacceptable:

- Transmitting confidential data without using a secure system e.g. Egres
- Use of school communications system to set up personal business or send chain letters
- Forwarding of school confidential messages to external locations, without explicit permission from the Headteacher and using a secure data transfer system
- Distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment
- Distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal
- Accessing copyrighted information in a way that violates the copyright
- Breaking into the schools or another organisations system or unauthorised use of a password/mailbox

- Broadcasting unsolicited personal views on social, political, religious or other non-school related matters
- Transmitting unsolicited commercial or advertising material
- Undertaking deliberate activities that waste staff effort or networked resources
- Introducing any form of computer virus or malware into the corporate network

Monitoring

Our Lady & St Joseph accepts that the use of email is a valuable business tool. However, misuse of this facility can have a negative impact upon employee productivity and the reputation of the school.

In addition, all of the schools email resources are provided for school purposes. Therefore, the school maintains the right to examine any systems and inspect any data recorded in those systems.

In order to ensure compliance with this policy, the school 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.

Etiquette

Emails should not be sent outside the hours of 8.00am to 5.30pm, or during school holidays, out of hours. If emails are sent, a response should not be expected, until the next school day.

Retention Period

Emails should be deleted where appropriate, or placed in a named folder if to be kept for referral to. All deleted emails should be permanently deleted at the end of every academic year.

Sanctions

Where it is believed that an employee has failed to comply with this policy, they will face the schools disciplinary procedure. If the employee is found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal. The actual penalty applied

will depend on factors such as the seriousness of the breach and the employees disciplinary record.

Agreement

All school employees, contractors or temporary staff who have been granted the right to use the schools email services are required to sign this agreement confirming their understanding and acceptance of this policy.

NAME OF EMPLOYEE:

SIGNATURE OF EMPLOYEE:

DATE: