

INTERNET – E-MAIL POLICY

DIOCESE OF WAGGA WAGGA

Policy Number	50/03
Policy Name	Internet – E-mail Policy
Applicability	All Schools
Contact Person	Director of Schools
Policy Status	Under Review
Date of Approval	Draft
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Related Policies/Documents	<ul style="list-style-type: none"> • Safe Schools Policy • Child Pornography Policy
Review Period:	2010

UNDER REVIEW

**Catholic Schools Office
Diocese of Wagga Wagga**

Internet/Email Policy

POLICY

Access to the Internet and Email is provided in Diocesan Schools/Offices for educational and administrative purposes. Use of these facilities by staff and students should reflect and be consistent with these purposes and the Diocesan Vision and Mission statements. Staff should exercise judgement consistent with employer expectations of CSO / school employees when using these facilities. These expectations are contained within employment contracts and the statement of principles signed by teachers when applying for classification.

PURPOSE

This policy indicates the employer's requirement that use of the Internet and Email by school/office staff and students be in accordance with legal and ethical obligations.

OUTCOME

That School/diocesan staff and students adhere to the requirements of the employer for the use of web-based facilities.

ACCEPTABLE USE POLICY

Copyright

Staff and students will uphold the employer copyright policy and license provisions at all times. The copyright policy (dated xxxxxx) is available on (intranet link) and contained within the Catholic Schools Office policy and procedures folder / cdrom (dated xxxxxx)

Development of information technology skills

Staff may use the Internet and Email in personal time, in accordance with the requirements of this policy to develop and improve their skills with Internet resources and information technology. Access is subject to review and must not interfere with, distract or otherwise impede the employee's role within the organisation. Staff and students may not engage in inappropriate use of electronic communications (including Email and web-based research) that contradicts the moral and ethical teachings of the Catholic Church. Use of offensive language and inappropriate language is considered unacceptable. Access to, distribution of, or development/circulation of material that is pornographic in nature or that may be considered offensive is prohibited. Should inadvertent access occur (eg. through 'junk Email, 'spamming') then the event should be reported immediately to the user's immediate supervisor.

Duty of care

Procedures for the maintenance of privacy and restriction of access are outlined on (intranet link) and contained within the CSO Policy and Procedures folder. Staff must be aware of the potential for on-line personal safety issues on the Internet and Email and ensure that students are supervised during on-line activities.

Email

Staff should identify themselves properly when using Email through the use of a signature block at the conclusion of e-mail messages. The signature block will state the employee's name, position, and include a disclaimer stating that the Email is intended only for the nominated recipient and if received in error the sender should be notified as soon as possible. An example of a signature block, and instructions on how to set one up may be found at the end of this document or at <http://www.cso.wagga.catholic.edu.au/signature.html>. Staff and students are not permitted to access public subscription / free Email services through any computer intended for school or general staff use. Email access for employees is provided through the CSO inter/intranet service, using the Email address provided to employees for work purposes.

Listsers, Newsrups, Internet Relay Chat

Staff may access services such as these through the CSO network if the service fulfils an educational function or is a communication method related to the employee's role.

Monitoring

System administrators may, as required by the Principal or the CSO, or in the course of routine maintenance, monitor on-line activities or review network logs.

Ownership of Email

Email residing on, or transmitted across the Catholic Schools Office network is the property of the CSO. Staff and all users are accountable for Email they create and distribute through the network.

Privacy

Staff and students must respect the privacy of others. Email may not be forwarded without the express permission of the writer, either obtained and appended by the forwarder (subject to verification of the author), or contained within the details provided within the signature block of the original author.

System Security

Security of the schools network may be jeopardised through viruses or the disclosure of passwords. Virus protection programs are to be updated weekly, or more frequently upon request if a virus threat is known. Virus protection programs are to be set to automatically scan Email on download, and all downloaded files on first use. Files downloaded from the Internet are to be saved to disk first, then scanned before being opened / installed. Files transferred copied onto removable media are to be scanned before being opened and used. Passwords may not be stored on any third-party storage / retrieval program or database. Staff

should report any suspected system security problem to the Principal and system administrator.

Updated 21.02.2004

Example: Email Signature Block

CSO and/or school employees should append a signature block containing the following minimum details to every Internet message and posting:

Name, Position, KLA (in secondary schools), Full name of the Catholic Schools Office and/or school, E-mail address, Work phone and fax.

In addition each message must have as part of the signature block the phrase:

Unless explicitly attributed, the opinions expressed in this message are the personal views of the sender and do not necessarily represent the corporate opinion of the school, the Catholic Schools Office or the Diocese of Wagga Wagga.

If you are not the intended recipient of this Email, please delete the message and notify the sender. This Email may not be forwarded by the intended recipient without reference to the sender unless otherwise stated here.

Acknowledgements: This policy was developed with reference to the following documents

“Staff Use of The Internet and Email Catholic Schools Office – Diocese Of Broken Bay
“Draft Acceptable Use of Internet and Network Services Policy “Catholic Schools Office
Diocese of Parramatta
“Policy on the acceptable use of the Internet, Intranet, Email and other Electronic
Communication Devices.” Catholic Schools Office- Diocese of Wollongong