



ROSMINI COMMUNITY SCHOOL

STAFF EMAIL, INTERNET AND SOFTWARE POLICY

Purpose

The purpose of this policy is to define the way in which electronic communications are managed in the school and the rights and responsibilities of staff.

Scope

All staff.

School refers to Rosmini Community School

Organisation refers to the Board of Management of Rosmini Community School

Client refers to parent/guardian and students

Emails covered by the following domains: @rosmini.ie

Risks of email

Email is a personal computerised and efficient communication system which enables the sending and receiving of messages between staff and between the school and its learners and their parents/guardians, suppliers and outside agencies. Documents and materials can be attached to emails. Email can effectively bypass typewritten documents, faxes and the need to post documents. There are, however, risks attached to the sending of emails as follows:

- A message may go to persons other than the intended recipient and if the content is confidential or commercially sensitive, this could be damaging to the school and/or organisation.
- Email messages can carry a virus or malware which are particularly dangerous to the school's computer operations generally.
- Letters, files and other documents attached to emails may belong to others and there may be copyright implications in sending or receiving them without permission.
- Email is speedy and, as such, messages written in haste or written carelessly are sent simultaneously and without the opportunity to check or rephrase. This could give rise to legal liability on the staff members and/or school/organisation's part such as claims for defamation.
- An email message may legally bind the firm contractually in certain instances without the proper authority being obtained internally, therefore no agreements should be made with outside agencies without prior authorisation of management.
- It should be remembered that all personal data contained in emails may be accessible under Data Protection legislation and are accessible under Freedom of Information legislation.

- Emails should be regarded as potentially public information which carry a heightened risk of legal liability for the sender, the recipient and the organisations for which they work.

Policy for email use

In order to avoid or reduce the risks inherent in the use of email within the school/organisation the following rules are necessary:

- The school's name is included in the signature carried with every message sent by a staff member. This reflects on the school's image and reputation. Therefore, email messages must be appropriate and professional.
- Email is not for private purposes, nor should email be used for any purpose other than the school's school
- Also, communication through Google Classroom is not for private purposes, nor should this forum be used for any purpose other than the school's school
- Particular care should be taken when sending confidential or commercially sensitive information. If in doubt please consult management.
- Great care should also be taken when attaching documents as the ease with which staff can download files from the internet or 'cut and paste' materials from electronic sources increases the risks of infringement of the rights of others particularly to intellectual property and other proprietary rights.
- An email should be regarded as a written formal letter the recipients of which may be much more numerous than the sender intended. Therefore any defamatory or careless remarks can have serious consequences, as can any indirect innuendo. Avoid the use of indecent, obscene, sexist, racist or other inappropriate remarks whether in written form, in cartoon form or otherwise.
- Do not subscribe to electronic services or other contracts on behalf of the school unless prior express authority in writing has been given.
- If an employee receives any offensive, unpleasant, harassing or intimidating messages via email inform management immediately.
- Any important or potentially contentious communication which has been received through email should be printed and a hard copy kept. Where important to do so, obtain confirmation that the recipient has received your email.
- Documents prepared by the school may be attached via email. However, excerpts from reports other than the school's own may be in breach of copyright and the author's consent should be obtained particularly where the excerpt is taken out of its original context. Information received from a client or supplier should not be released to another client or supplier without prior consent of the original sender. If in doubt consult management.
- The school/organisation and its agents reserve and intend to exercise the right to review, audit, intercept, access and disclose all messages created, received or sent over the electronic mail system for any purpose.
- All computer access will be through passwords and no individual is permitted onto the system using another staff member's password. Staff members are not permitted to share their password with anyone inside or outside the school/organisation. The administrator is required to hold an up-to-date record of every staff member's password at all times.
- The school has virus protection software installed on all school hardware but there is still a risk of viruses being received from external electronic communications, in particular from unknown sources. This includes all email attachments. All disks and storage devices entering the school must be virus checked prior to their use on any school machine.
- Notwithstanding the school/organisation's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other staff and accessed only by the intended recipient. No staff member should have an expectation of privacy in relation to electronic records or communications. Staff are not authorised to retrieve or read any email messages that are not sent to them. Any exception to this policy must receive prior approval from management. However, the confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message.

- Sensitive or proprietary information belonging to the school or any of its suppliers/clients/contacts should not be included in or attached to any emails without proper and adequate steps being taken to ensure that:
 - The intended recipient(s) is/are authorised to receive the information.
 - The information is needed by the intended recipient(s) for a legitimate school purpose.
 - Where information is being shared it will comply with GDPR requirements.
 - All measures necessary to ensure that the information will remain secure (including encryption of the information, where appropriate) have been implemented.
 - The information is transmitted only to the intended recipient(s).
 - Confidentiality will be maintained by the recipient(s) after receipt and
 - Where appropriate, arrangements have been made for the recipient(s) to destroy or return the information when no longer needed.

Disclaimer

It is school policy to have a defined disclaimer attached to every external email communication. This must be set up on every email account to automatically appear on each email sent. This provides protection to the school/organisation in relation to official matters and distinguishes personal views. See appendix A

Policy for use of the internet

The school's internet connections are intended for activities that either support the school's school or the professional development of employees. Web surfing unrelated to these activities is not permitted.

Internet usage is monitored on a systematic basis both by the NCTE and automatically by the school's IT infrastructure.

To prevent computer viruses from being transmitted through the system there will be no unauthorised downloading of any software. Any software downloads must be authorised by management.

The internet should not be used for personal gain or profit, to represent oneself as someone else, or to post or download messages that contain political views.

To access, download or transmit any indecent, obscene, pornographic, racist or defamatory or other inappropriate materials as well as the circulation of such materials will be subject to the relevant disciplinary processes. This rule will be strictly enforced and is viewed as very serious with potential criminal liabilities arising therefrom. The Gardaí or other appropriate authority will be informed where appropriate.

The internet should not be used to advertise or otherwise support unauthorised or illegal activities.

The internet should not be used to provide lists or information about the organisation's employees to others and/or to send protected information without approval.

Use of public messaging systems on the internet should not be used by staff save with the specific written permission of management. Public messaging systems include user groups, special interest forums and bulletin boards.

Staff are not permitted to register with sites or electronic services in the school/organisation's name without the prior permission of management. They are not permitted to reveal internal school information to any sites, be it confidential or otherwise, or comment on school/organisation matters, even if this is during after-hours or personal use. The organisation's confidentiality policy applies to all electronic communication and data.

Software policy

During employment with Rosmini Community School employees will be required to use a wide variety of computer systems. Each employee must adhere to the organisation's Information Technology security

standards, policy and procedures relevant to his/her work area. Under no circumstances may a member of staff introduce his/her own software. Staff are responsible for notifying management of any breaches of Information Technology security.

No copy of any school software is to be loaded onto hardware not owned by the school. Only standard screen savers approved by the school are permissible on the school's computers.

The school's computer system may not be used by you for undertaking items of a personal nature.

Infringement of the rules

Any breaches of these rules will be treated seriously and will be subject to disciplinary action up to and including dismissal.

Any staff member found to be abusing the school/organisation's electronic communication system, including email and internet use, or not operating in line with this policy, will be subject to the organisation's disciplinary action up to and including dismissal. This includes any attempt to circumvent system security, including firewalls, put in place to protect the school/organisation. Any suspicion or evidence of abuse must be immediately reported by all staff members.

Under no circumstance should staff personal devices be used by students.

Appendix A:

Email disclaimer

The contents and any attachment of this email are private and confidential. They are intended only for the use of the intended addressee unless explicitly stated. If you are not the intended addressee, or the person responsible for delivering it to the intended addressee, you are notified that any copying, forwarding, publication, review or delivery of this email or any attachments to anyone else or any other use of its contents is strictly prohibited. You are prohibited from reading any part of this email or any attachments. If you have received this email in error, please notify the system manager. Unauthorised disclosure or communication or other use of the contents of this email or any part thereof may be prohibited by law and may constitute a criminal offence. Internet emails are not necessarily secure. Rosmini Community School does not accept responsibility for changes made to this message after it was sent. Unless stated to the contrary, any opinions expressed in this message are personal to the author and may not be attributed to Rosmini Community School.

WARNING: Computer viruses can be transmitted via email. While this email has been scanned for the presence of computer viruses, you are requested to carry out your own virus check before opening any attachment. Rosmini Community School accepts no liability for any loss or damage which may be caused by software viruses transmitted by this email.

Date of adoption by the Board of Management: 14th March 2019