

**Woodseaves C.E.(C) Primary School**

**E-Mail and Internet Use Policy**

**1 Introduction**

- 1.1 Schools are using E-mail and the Internet more and more to support their activities. This E-mail and Internet use policy, which will form part of our ICT Security Policy, contains the rules for using the E-mail and Internet facilities. It applies to all school staff who use either or both of these facilities.
- 1.2 As well as saying what you are not allowed to use E-mail and the Internet for, the policy also provides guidance on the good practices that you should use and the practices that you should avoid.
- 1.3 The school will periodically review the policy in response to guidance issued by the County Council.

**2 Access to E-mail and Internet services**

- 2.1 Your connection to E-mail or the Internet must be authorised by your System Manager. All school Internet access will be via an approved Internet Service Provider (ISP). Any variations to this must be authorised in writing by the Headteacher.
- 2.2 You must choose the ISP's filtering option if one is available.
- 2.3 The school E-mail and Internet facilities are for business use. If you use these facilities for personal you must keep to and not break any of the conditions in this policy.
- 2.4 The school has the right to monitor E-mails and Internet use.
- 2.5 If you intentionally access a computer system or information without permission, you are breaking the law under the Computer Misuse Act 1990.

**3 Code of Conduct Declaration**

- 3.1 The school will provide appropriate training for internet use. The school may take action against an individual who wilfully breaks the conditions of the policy.

**4 Specific Conditions of Use**

**4.1 General prohibitions**

- 4.1.1 You must not use, or try to use, our E-mail and Internet facilities to create, distribute or display in any form, any activity that is or may be considered to

be against the law or against our rules and policies. In this context, you are not allowed to use the E-mail and Internet facilities for reasons that are:

- pornographic or obscene;
- intimidating, discriminatory (for example; racist, sexist or homophobic) or that break our anti-harassment and equal opportunities policies in any other way;
- defamatory;
- encouraging violence or strong feelings;
- hateful;
- fraudulent;
- showing or encouraging violence or criminal acts;
- unethical or may give us a bad name; or
- a deliberate harmful attack on systems we use, own or run.

4.1.2 We will only allow you to do the above if:

- it is part of your job to investigate illegal or unethical activities;
- your Headteacher or System Manager asks you to in writing; or
- it is in the public interest.

You must make sure that your System Manager knows what you are doing. If you find or suspect anyone of using the computer system illegally or unethically, you must report it to your System Manager who will advise your Headteacher or Chair of Governors or Internal Audit.

4.1.3 You must not use the school E-mail or Internet facilities for time-wasting activities, such as chain letters, or for sending private E-mails to everyone on the global address list.

## 4.2 **Computer viruses**

4.2.1 It is a crime to deliberately introduce a computer virus, under the Computer Misuse Act 1990. You must not use the school E-mail and Internet facilities for:

- intentionally accessing or transmitting computer viruses or other damaging software; or
- intentionally accessing or transmitting information about, or software designed for, creating computer viruses.

4.2.2 You must scan any material you receive or download from the Internet to make sure it is virus free. The school will ensure that virus protection exists on any standalone or locally networked computers that can access the Internet and train you in its use. You must not E-mail material that has not been scanned to other users. If you find a virus, or you think the material has one, you must immediately break the connection, stop using the computer and tell your System Manager.

4.2.3 You must always follow the instructions that your System Manager gives you about virus attacks.

4.2.4 If you are not sure how to use the virus protection system, you must get advice from your System Manager.

### 4.3 Passwords

4.3.1 You must not tell anyone your password, apart from authorised staff.

### 4.4 Other security

4.4.1 You must not use or try to use the school facilities for:

- accessing or transmitting information about, or software designed for, breaking through security controls on any system;
- breaking through security controls on any system; or
- accessing, without permission, any E-mail that is not for you, even if it is not protected by security controls.

### 4.5 Publishing information

4.5.1 You must get authorisation from the Headteacher for any school information that is to be published on the Internet. All schools have web space available for authoring of their own school web site. Images of individuals must have their permission or that of their parent/guardian before publication of the web site (see Annex C2). We will not allow the publishing or editing of Web sites which involve advertising, financial reward or are part of a business.

### 4.6 Copyright

4.6.1 It is illegal to break copyright protection. You could break copyright if you download or transmit protected material through E-mail or over the Internet.

4.6.2 You must not:

- transmit copyright software from your computer to the Internet or allow any other person to access it on their computer through the Internet; or
- knowingly download or transmit any protected information that was written by another person or organisation without getting permission from the owner.

*Permission can be sought via e-mail.*

### 4.7 Confidential or sensitive information

4.7.1 You must not break the conditions of the Data Protection Act 1998 when you use the E-mail services of the Internet for transmitting information.

4.7.2 The Internet E-mail facility is not a secure way of transmitting confidential, sensitive or legally privileged information unless there are special security measures (such as encryption). Without these security measures, Internet E-mail is as insecure as a postcard that you send through the normal post. So, you should make sure that the Internet is suitable for transmitting information that you feel is confidential, sensitive or legally privileged. If you allow anyone to see this type of information without permission, you may be breaking the law.

- 4.7.3 If you have to transmit any E-mail over the Internet that you think contains confidential, sensitive or legally privileged information, no matter what special security measures you take, you are strongly advised to include the following disclaimer in the E-mail.

*'This E-mail (including any attachments) is only for the person it is addressed to. If you are not this person, you must delete this E-mail immediately. If you allow anyone to see, copy or distribute the E-mail, or if you do, or don't do something because you have read the E-mail, you may be breaking the law'. This disclaimer can be set using the 'autosignature' facility where this is available.*

#### **4.8 Bulletin board**

- 4.8.1 There are 'bulletin boards' (electronic notice boards) on the County Council's Intranet and the SLN Internet site for discussion, social and personal use. These 'bulletin boards' are moderated to ensure appropriate use. The conditions of use in this policy also apply to the bulletin boards.

- 4.8.2 Neither the school, the LA nor the County Council is responsible for the content of any material included in the bulletin board or for anything users do because of the material.

#### **5 Recording Internet use**

- 5.1 You should be aware that use of ISP facilities is logged.
- 5.2 If you access a prohibited Internet site unintentionally, you must break the connection immediately and report it to your System Manager or Headteacher. If you do not do this, the school may take action against you.
- 5.3 You should protect yourself by not allowing unauthorised people to use your Internet facility.