



Brook Street School

Internet, Network and Email Policy

Policy Document Title	Internet, Network and Email Policy
Publication Date	September 2023
Review Date	September 2024

Objective

The objective of this document is to ensure the effective and appropriate use of internet and email.

Scope

This Email section of the policy shall apply to all email messages processed by Brook Street School teachers, administrative staff and pupils. All teachers, administrative staff and pupils shall remember that standard email is not a secure form of communication.

The messages that you send may be over networks owned by other people. A more secure method of communication shall be used, if the content of an email is sensitive or critical such that if the contents were disclosed or modified by an unauthorised person it could cause embarrassment, distress or financial loss. Internet access refers to the use of any resources from the World Wide Web, whether browsed or downloaded.

Policy Statements

- Brook Street School's email facilities shall be used in accordance with:
 - Specified and published policies and guidance including e-safety.
 - All appropriate legislation.
- Internet and Email usage shall be monitored to ensure compliance with policies and guidance.
- This Internet and Email Policy is approved by, and has the full support of the Proprietor and Head Teacher.
- The Proprietor and Head Teacher shall ensure that employees and pupils receive continual education and training to support compliance with this internet and email policy and the school's e-safety policy.
- The System Manager shall develop, maintain and publish processes to achieve compliance with this Internet and Email Policy.
- All teachers and administrative staff shall be responsible for implementing this Internet and Email Policy in their areas of responsibility.
- All employees and pupils provided with internet and email facilities shall sign the 'Acceptable Use Policy' to indicate their agreement to comply with this policy.

Email Usage Principles

The use of Brook Street School's email facilities shall indicate acceptance of this Email Policy.

Brook Street School provides email to assist employees in the performance of their jobs, and pupils with their learning objectives. Whilst its use should be primarily for official Brook Street School business, incidental and occasional personal use of email shall be permitted, on the understanding that:

- Personal messages shall be treated the same as any other message
- Personal use of the email system shall never impact on the normal traffic flow of business-related email
- Brook Street School shall reserve the right to purge identifiable personal email to preserve the integrity of the email systems.

No employee or pupil shall send, forward or receive emails that in any way may be interpreted as insulting, disruptive or offensive by any other person, or company. Examples of prohibited material include but are not limited to:

- Sexually explicit messages, images, cartoons, jokes or movie files
- Unwelcome propositions
- Profanity, obscenity, slander or libel
- Ethnic, religious or racial slurs
- Political beliefs or commentary
- Any message which could be viewed as harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, disability or religious or political beliefs.

The school owns the e-mail system which means that all email traffic, both sent and received, including attachments, shall be monitored and reviewed and any action deemed appropriate shall be taken.

This means that nothing should be taken to be private, even if marked as “private” and/or “confidential” or with any similar wording.

This monitoring will make sure that this policy is effective and that users of the email system are abiding by its content. The monitoring is also to ensure that the school’s email systems are working properly.

All teaching staff, administrative staff and pupils shall ensure compliance with relevant legislation.

Email folders shall be reviewed regularly and any non-essential messages shall be deleted.

- Internal email and other internal information shall not be forwarded to destinations outside of the Brook Street School domain without the authority of the appropriate individual.
- Email users shall not forward chain letters either internally or externally. This includes those purporting to be for charity or other good causes as well as those promising wealth or other personal gain. Virus warnings shall come under the same exclusion, as the majority of these are false. You should refer to the ICT manager to check the validity of such messages but shall not forward these messages to anyone inside or outside Brook Street School under any circumstances.
- Emails of any kind shall not be sent to multiple external organisations without the appropriate approval of a senior staff member or teacher. This may be considered as ‘spamming’ which is an illegal activity in some countries.

- The individual logged in at a computer shall be considered to be the author of any messages sent from that computer. All ICT users shall log off or lock their computers when away from their desks; under no circumstances should a user send a message from somebody else's account.
- Email addresses should not be disclosed unnecessarily. Information provided in surveys or other questionnaires may lead to risks such as receiving unwanted junk messages.
- Email shall not be used to send large attached files, unless very urgent and authorised by ICT. Many email systems will not accept large files and, if returned may result in overloading Brook Street School's own email system. Other media shall be used, such as encrypted CD's, when sending large amounts of data.
- Emails and attachments shall not be opened unless they are from a known source. Caution shall also be exercised even if attachments are received from a known source but are unexpected.
- The facility to automatically forward emails shall not be used to forward messages to personal email accounts. ICT may be able to provide solutions for accessing Brook Street School's email system when working away from the office. Advice shall be sought from ICT if remote access is required.
- Emails shall be archived by ICT to meet both the school's requirements and any legal obligations.

Internet Usage Principles

Brook Street School provides its pupils and employees with internet access to assist them in their learning and in the performance of their jobs. Whilst its use should primarily be official Brook Street School business, incidental and occasional personal use of the internet is permitted, on the understanding that:

- Personal use of the internet shall never impact the learning or business-related internet access or upon Brook Street School's operational activities.
- Brook Street School reserves the right to curtail a pupil or employees internet access to preserve its reputation and the integrity of its systems.
- Messages shall not be posted on any internet message board or other similar Web based service that would bring Brook Street School into disrepute, or which a

reasonable person would consider to be offensive or abusive. The list of prohibited material is the same as those for email.

- Pupils or employees should not place on the internet, including social networking sites, any opinion or statement that might be construed as representing Brook Street School.
- Brook Street School shall report any illegal activity to the police. Pupils and employees will also be liable to Brook Street School's own disciplinary process.
- Internet access shall not be used for personal financial gain, or to host a website on any Brook Street School equipment without the express permission of the Head Teacher.
- Pupils and employees shall not visit websites that display material of a pornographic nature, or contain material that could be considered offensive. System users should notify the ICT department immediately, should accidental access to such material occur. No disciplinary action shall be taken against pupils or employees who accidentally access sites containing dubious or unethical material providing they advise the System Manager in a timely manner. However, in order to avoid disciplinary action, it is the pupils/employees responsibility to ensure that such unauthorised access does not happen on a frequent basis.
- Pupils and employees shall not download any files or software from the internet, or capture images that are displayed as there may well be any number of issues concerning copyright, malicious software and overall functioning of the computer and ICT systems.
- Pupils and employees logged into a computer shall be considered to be the person browsing the internet. Under no circumstances shall any pupil or employee browse the internet from an account belonging to another person.
- The school shall monitor and log all internet access by pupils and employees and reserve the right to disclose this information to any relevant authority.