Email & Internet/Intranet Policy *2020*

COMMITMENT TO CHILD SAFETY

All students enrolled, and any child visiting, have a right to feel safe and be safe all of the time. The wellbeing of children in our care will always be our first priority and we have zero tolerance for child abuse. At St Joseph's Primary School we strive to maintain a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety. We are committed to continually reviewing our Child Safe policies and practices to ensure that every effort is made for ongoing improvement of our Child Safe environment. We at St Joseph's Primary School recognise that some groups of children are particularly vulnerable are we are committed to promoting the cultural safety of Aboriginal/linguistically diverse children and also promoting the safety of children with a disability.

POLICY STATEMENTS

St Joseph's School offers a relevant curriculum that engages all children and challenges all children to reach their full potential

AIMS AND OBJECTIVES

1. RELEVANT VISION STATEMENT

St. Joseph's School is a welcoming Catholic Community which is:

- Committed to excellence in teaching and learning.
- Part of the Parish
- Family
- Supportive and Caring
- Celebrating
- Respecting

2. RELEVANT MISSION STATEMENT

Because we believe this we are committed to:

- Providing the best learning environment possible.
- Improving how & what we teach and learn.
- Ongoing planning, preparation, organization & appraisal.
- Offering programs that maximise learning for each child.
- Caring and supporting all children.
- Celebrating achievements.

3. ELECTRONIC MAIL AND INTERNET/INTRANET POLICY

This policy:

- describes the requirements and guidelines which all people who have access to the school's electronic mail ("e-mail") system and/or Internet/Intranet must comply with.
- applies to all staff who use the school's computer resources (including, but not limited to employees, emergency teachers and student teachers)
- is to be read in conjunction with the School's Policy for a Discrimination Free Workplace.
- to promote teaching the students appropriate use of technology tools

POLICY

- Computers and the computer systems, including the e-mail and Internet/Intranet facilities, are the School's property even where access is gained from a personal or home computer.
- The School allows access to and the use of e-mail and/or the Internet for legitimate education related purposes. This policy contains the School's requirements in regard to the use of these systems.

Access to the School's E-Mail System

- Access to the school's computer resources (such as e-mail and Internet) is a privilege not a right.
- In using the school's email/internet facilities, it is expected that it is used respectfully and that users comply with the expectations set out in this document.

If the School considers that a Computer User has in any way failed to comply with this policy, it may:

- Immediately remove the Computer User's access to any part of the School's computer system (including e-mail or Internet);
- Audit and view all material viewed on, sent to and from its computer system (including Internet sites and e-mail attachments); and/or
- Take disciplinary measures against the Computer User (which may include summary dismissal).

APPROPRIATE USE OF THE E-MAIL SYSTEM

- E-mail must only be used for work/education related communications and must not be used inappropriately.
- Computer Users must ensure that all external correspondence by e-mail is identified as coming from the School and contains the following disclaimer:

  This email and any attachments may be confidential. If received in error, please contact us and delete all copies. St Joseph's Primary School does not represent or warrant that the attached files are free from computer viruses or other defects. The attached files are provided, and may only be used, on the basis that the user assumes all responsibility for any loss, damage or consequence resulting directly or indirectly from the use of the attached files, whether caused by the negligence of the sender or not. Any representations or options expressed in this email are those of the individual sender, and not necessarily those of the St Joseph's School.

People using the School's e-mail system must not use it in any of the following ways:

- in a way that may be considered offensive, defamatory, obscene, pornographic, discriminatory insulting or disruptive to any other person (for example, pictures of naked people, semi clothed people, personal comments about colleagues, students or the School's administrators);

- to access, view, download, print or send messages or attachments (including to your home e-mail address), which include:

    o language that is not appropriate in the workplace (such as swearing or sexually explicit references);

    o sexually explicit messages or pictures;

    o offensive or inappropriate cartoons or jokes;

    o unwelcome propositions or love letters;

    o ethnic or racial slurs; or

    o any material which contains disrespectful comments about people with disabilities, or people's sexual orientation, or any person's physical attributes;

    o to access other people's e-mail accounts;

    o for sending chain mail, gambling, participating in on-line games, retrieving games or screen savers unless there is a business need to do so, joining a mailing list or chat group, posting messages to new groups, or engaging in on-line purchasing and selling;

    o to distribute the copyright material of third parties, including software, database files, documentation, pictures, articles, graphic files, text or other downloaded information;

    o for intentional dissemination of any computer viruses;

    o for personal advertising or for personal profit making;

    o for disclosing or distributing the School's confidential information;

    o for responding to external requests for information or complaints through e-mail unless it is the Computer User's specific responsibility to do so;

    o for sending, forwarding, printing or receiving any material or data which does not comply with the School's policies and procedures (including the Discrimination Free Workplace Policy, the Privacy Policy and/or School Manual/Handbook), or which is contrary to the School's best interests; and

    o collect, store, or disseminate personal information (information or an opinion that can identify a person) or sensitive information (personal information or an opinion about an individual's: racial or ethnic origin; political opinions; membership of a political association; religious beliefs or affiliations; philosophical beliefs; membership of a professional or trade association; membership of a trade union; sexual preferences or practices; criminal record, or health information about an individual) while using the School's computer resources, unless the Computer User has the prior consent of the person concerned.

The School understands that Computer Users cannot always control the messages that are sent to them. However, Computer Users must discourage third parties (such as family, friends or workmates) from sending inappropriate messages to them.

- This Policy will be adapted and used in Grade Level language to inform the students of the contents and expectations outlined in this policy.

If a computer User receives an inappropriate message or attachment to an e-mail he or she must:

- Send an e-mail to the person who sent the inappropriate e-mail which indicates that such messages should not be sent. An appropriate form of word is:

    "Please do not send me this type of material again. The contents of this E-mail do not comply with the School's electronic mail policy. In sending me this e-mail you are breaching the

School's policies and putting me at risk of doing so. A breach of the electronic mail policy has serious consequences."

- You may wish to forward a copy of this response (together with the inappropriate e-mail) to the School's computer systems administrator.
- Delete the e-mail.
- In the case of the recipient being a student, he / she must show the offending email to the teacher who will then support the student by following up the email with the outlined process.

APPROPRIATE USE OF THE INTERNET/INTRANET SYSTEM

The School's Internet access facilities must only be used for authorised work related purposes. The School's Internet facilities must not be used to:

- access, view, download, print, disseminate or post any material that may be considered inappropriate, offensive, defamatory, obscene, pornographic or discriminatory including material that is sexually explicit or that has racist, sexist or political content which includes inappropriate comments in relation to sexual orientation, disabilities or any other physical attributes;
- attempt to probe security mechanisms at the School or any other Internet sites;
- post any information on Internet news groups, bulletin boards or similar forums on behalf of the School unless specifically authorised to do so; or
- lift information from articles on the Internet – unless the Computer User has adhered to the same protocols for recognising source information that apply to the use of hard copy documents as reference or research material.

While using the School's Internet facilities, Computer Users must;

- Check that any files downloaded are virus free before they get into the School network.

If downloading files from the internet:

- Download the files to the computer hard disc or a USB so that they can be virus checked prior to use;

- Arrange with the School's computer systems administrator to immediately install an up to date virus checker if there is not an up to date virus checker on the internet connected computer; and

- Only transfer Internet files into the School's network system once these Internet files are proven to be free of viruses.

While using the School's Internet facilities, Computer Users must not:

- Misrepresent or attempt to misrepresent their identity; or

- Subscribe to Internet or mail lists without specific authorisation from the School; or Download files directly from the internet into the School's network system without complying with the requests set out above.

Personal Use of the School's Computer System

- Limited and occasional personal use of the School's e-mail and Internet system is acceptable.

- However, use of Internet and e-mail must not interfere with the Computer User's work Obligations.

- Any use of the School's computer system (including Internet or e-mail) by the Computer User must comply with the terms of this policy. Any breach of this policy while using e-mail or Internet for personal use or legitimate work related purposes will result in disciplinary action being taken, such action may include termination of employment.

MONITORING E-MAIL AND INTERNET USE

Access to the School's computer resources (such as e-mail and Internet facilities) is a privilege not a right.

All Computer Users should be aware that:

- The content of both work related and personal e-mail and Internet communications may be monitored by the School to ensure compliance with this and other policies and to support operational maintenance.
- All e-mails and attachments to the e-mail stored on the School's computer system are the School's property and may be viewed by the School; and
- All e-mail and Internet transactions and communications may be monitored or intercepted by other parties (including parties other than the School).

RESPONSIBILITIES

All staff and computer users are personally responsible for complying with policy.

All staff are personally responsible for ensuring that employees under their supervision are:

- aware of and understand this policy; and
- comply with this policy.

LEGAL REFERENCES

Federal and relevant State laws bind the School and its employees.

A breach of this policy may result in the School and/or its employees breaching any one of the following pieces of legislation:

- Racial Discrimination Act 1975 (Cth);
- Sex Discrimination Act 1984 (Cth);
- Disability Discrimination Act 1992 (Cth); or
- Equal opportunity Act 1995 (Vic)
- Privacy Act 1988 (Cth)
- Note: this is not an exhaustive list of the relevant legislation.
- Refer Anti Bullying and Harassment Policy in reference to Cyber Harassment