



## **Coláiste Éamonn Rís Acceptable E-Mail Use Policy**

Use of E-Mail by students of Coláiste Éamonn Rís is permitted and encouraged where such use supports the goals and objectives of the School.

However, Coláiste Éamonn Rís has a policy for the use of E-Mail whereby the student (and their respective guardian/s) must ensure that they:

- comply with current legislation
- use E-Mail in an acceptable way
- do not create unnecessary risks (business, IT security, personal) to the School or themselves or others by their misuse of the internet or school E-Mail.

### **Unacceptable behaviour**

The following behaviour by a student is considered unacceptable:

- Use of School communications systems to set up personal businesses or send chain letters
- Forwarding of School confidential messages to external locations
- distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal
- distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment
- accessing copyrighted information in a way that violates the copyright
- Breaking into the School's or another organisation's system or unauthorised use of a password/mailbox
- Broadcasting unsolicited personal views on social, political, religious or other non-School related matters
- Transmitting unsolicited commercial or advertising material
- undertaking deliberate activities that waste staff effort or networked resources
- Introducing any form of computer virus or malware into the corporate network
- Use of E-Mail for bullying or vexatious purposes
- Use of E-Mail for spamming or causing nuisance to others or to send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Revealing their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Arranging a face-to-face meeting with someone they only know through E-Mails or the internet.

### **Acceptable usage:**

- Students will be issued a school-owned E-Mail account which is the sole property of Coláiste Éamonn Rís.
- All E-Mail activities must comply with the Acceptable Use Policy and this e-mail Acceptable Use Policy.
- Students will use approved class E-Mail accounts under supervision by or permission from a teacher.
- Sending and receiving E-Mail attachments is subject to permission from their teacher.
- The primary purpose of the student E-Mail system is for students to communicate with school staff and fellow students to collaborate on school activities.
- Use of the school's E-Mail system is a privilege.
- Students are responsible for messages and material stored and sent from their e-mail accounts.
- Students should not share their passwords.
- The student user accepts all responsibility to understand the policies of the school.
- Student will report breaches of this policy or unsafe usage of the e-mail system.

### **Monitoring**

Coláiste Éamonn Rís accepts that the use of e-mail is a valuable educational tool. However, misuse of this facility can have a negative impact upon student productivity and the reputation of the School.

It is expected that students will comply with school standards and will act in a responsible and legal manner at all times, in accordance with school standards, and relevant legislation.

It is important that students and guardians understand that the school, as the owner of the computer systems, intends to monitor and review the use of these computer systems in an effort to ensure that users engage only in appropriate uses.

As part of monitoring and reviewing, the school will retain the capacity to bypass any individual password of a student or other user. The system's security aspects, such as personal passwords and message delete function for E-mail, can be bypassed for these purposes.

The school's ability to monitor and review is not restricted or neutralized by these devices. The monitor and review process also includes oversight of Internet site access, review of E-Mail and of document downloading and printing. Therefore, all users must be aware that they should not have any reasonable expectation of personal privacy in the use of these computer systems.

In addition, all of the School's E-Mail resources are provided for School purposes. Therefore, the School maintains the right to examine any systems and inspect any data recorded in those systems.

In order to ensure compliance with this policy the School also reserves the right to use monitoring software in order to check upon the use and content of E-Mails. Such monitoring is for legitimate purposes only and will be undertaken in a proportionate manner to current data privacy rights and in accordance with a procedure agreed with students and guardians as appropriate.

The school reserves the right to retrieve the contents of user mailboxes for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts or to recover from system failure

### **Mission Statement**

to develop responsible individuals who will participate fully in a changing society and to carry out this task in a Christian environment

## **Legislation**

The schools acceptable use policies for IT and E-Mail and approach to the implementation of usage, monitoring and supervision will be compliant with all relevant legislations specifically legislation relating to educational provision, ICT systems, child protection and data protection.

The privacy policy of the school detailing the school's approach to Data Protection obligations, rights, principles and obligations are outlined in the school's Data Protection Policy.

Where it is believed that a student has failed to comply with this policy, they will face the School's disciplinary procedure. If the student is found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to expulsion. The actual penalty applied will depend on factors such as the seriousness of the breach and the student's disciplinary record.

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### Agreement

All School students who have been granted the right to use the School's E-Mail services (and their respective guardians) are required to sign this agreement confirming their understanding and acceptance of this policy.

Please review the attached school Acceptable E-Mail Use Policy, sign and return this permission form to the Principal.

Name of Student: \_\_\_\_\_

Class/Year: \_\_\_\_\_

### Student

I agree to follow the school's Acceptable E-Mail Use Policy on the use of the internet. I will use the school E-Mail and Internet in a responsible way and obey all the rules explained to me by the school.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent/Guardian

As the parent or legal guardian of the above student, I have read the Acceptable E-mail Use Policy and grant permission for my son to access the internet. I understand that internet and e-mail access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable website.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_