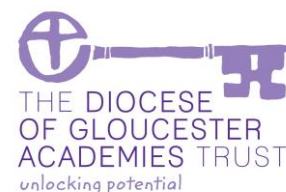


Diocese of Gloucester Academies Trust

E-mail and internet policy



Policy Statement

1. The Trust is an organisation with a Christian foundation. The ethos, values and relationships of the Trust, and its associated academies, are central to witnessing to the value of the foundation. The Trust recognises the importance of internet access as part of the learning experience and the use of emails as an effective communication method when used appropriately. The Trust, however will not tolerate the inappropriate use of either.

Purpose and Scope:

2. This policy sets out the Trust's expectations with regard to the use of email and internet services and applies to all DGAT teaching and support staff.
3. **Property:** Employees should treat any property belonging to the Trust with respect and reasonable care and report any faults or breakages immediately to the Principal, Bursar or appropriate line manager. DGAT staff should ensure they have the necessary skills or undergo appropriate training before using Trust's computers and technology.
4. **Viruses:** DGAT staff should be aware of the potential damage that can be caused by computer viruses. DGAT staff must not introduce or operate any programmes or data (including computer games) or open suspicious e-mails which have not first been checked by the Academy for viruses.
5. **Passwords:** Passwords protect the Academy's network and computer system. DGAT staff must ensure that passwords are sufficiently encoded and should not be obvious; for example family name or birthdays should not be used. DGAT staff are responsible for the security of their passwords and staff should not let anyone else know their password. If a member of DGAT staff believes that someone knows their password, they must change it immediately. No DGAT member of staff should attempt to gain unauthorised access to anyone else's computer or to confidential information which they are not authorised to access.
6. **Leaving workstations:** If DGAT staff leave their workstation for any period of time, staff should take appropriate action and, if appropriate, should log off computers and / or set their screen saver with an appropriate password.

Internet

7. **Downloading:** Downloading of any programme or file which is not specifically related to the work of the Trust is strictly prohibited.
8. **Personal use:** The Trust permits the incidental use of the internet so long as it is kept to a minimum and takes place substantially out of normal working hours. Use must not interfere with DGAT staff's work commitments (or those of others). Personal use is a privilege and not a right. If a DGAT member of staff abuses the trust placed in them and it is found that that excessive periods of time have been spent on the internet either in or outside working hours, disciplinary action may be taken and internet access may be withdrawn without notice at the discretion of the Principal.
9. **Unsuitable material:** Viewing, retrieving or downloading of pornographic material, or any other material which the Academy believes is unsuitable, at any time, is strictly prohibited and

constitutes gross misconduct. Internet access may be withdrawn without notice at the discretion of the Principal whilst allegations of unsuitable use are investigated by the Academy.

10. **Contracts:** DGAT staff are not permitted to enter into any contract or subscription on the internet on behalf the individual Academy or Trust, without specific permission from the Principal.

E-mail

11. **Personal use:** The Academy permits the incidental use of its e-mail systems to send personal e-mails as long as such use is kept to a minimum and takes place substantially out of normal working hours. Personal e-mails should be labelled 'personal' in the subject header. Use must not interfere with work commitments (or those of others). Personal use is a privilege and not a right. If the Academy discovers that DGAT employees have breached these requirements, disciplinary action may be taken.
12. **Status:** E-mail should be treated with the same care and in the same way as any other form of written communication. DGAT staff should not include anything in an e-mail which is not appropriate to be published generally.
13. **Inappropriate use:** Any e-mail message which is abusive, discriminatory on grounds of sex, marital or civil partnership status, age, race, disability, sexual orientation or religious belief (or otherwise contrary to our Equal Opportunities Policy), or defamatory is not permitted. Use of the e-mail system in this way constitutes gross misconduct.
14. **Legal proceedings:** DGAT members of staff should be aware that e-mails are disclosable as evidence in court proceedings and even if they are deleted, a copy may exist on a back-up system or other storage area.
15. **Jokes:** Trivial messages and jokes should not be sent or forwarded to the e-mail system. Not only could these cause distress to recipients (if inappropriate) but could also cause the Academy's IT system to suffer delays and / or damage.
16. **Contracts:** Contractual commitments via an e-mail correspondence are not allowed without prior authorisation of the Principal.
17. **Disclaimer:** All correspondence by e-mail should contain the individual Academy's disclaimer.
18. **Monitoring:** Individual DGAT Academies regularly monitors the use of the internet and e-mail systems to check that the use is in accordance with this policy. If it is discovered that any of the systems are being abused and / or that the terms of this policy are being infringed, disciplinary action may be taken which could result in a member of staff's dismissal.

Other Related Documents

Acceptable Use Policy for Pupils
Disciplinary Policy
Social Media Policy
Training & Development Policy
Probation & Induction Policy