



St Munchin's Catholic School Email & Internet Policy

Originally Released:	2003
Revised:	2006, 2013

RATIONALE

In recent years electronic communication has been introduced into schools predominantly through email and the internet. The availability of such resources provides the opportunity for schools to help students develop their full potential, spiritually, academically, emotionally and physically.

In accordance with the teachings of the Catholic Church, the practice of communication must reflect the highest standard of truth, accountability and sensitivity to human rights.

Communication must always be truthful, since truth is essential to individual liberty and to authentic community among persons.

PRINCIPLES

1. St Munchin's Catholic School acknowledged that the availability of access to information on a global level poses a significant risk of exposure to inappropriate and offensive material.
2. St Munchin's Catholic School accepts that the use of email and internet systems must not infringe child protection policies, anti-discrimination laws, anti-racism laws and copyright laws.
3. St Munchin's Catholic School provides access to email and the internet to further the role of staff members. Personal or private use should be limited.
4. This policy works in conjunction with the St Munchin's Catholic School Harassment policy.
5. Employees should be aware that all records kept on computers at work are the property of the school, and as such are subject to monitoring.

PROCEDURES

1. St Munchin's Catholic School is committed to ensuring that all employees are aware that unacceptable use of email and internet systems within the school environment will not be tolerated under any circumstances and that disciplinary action will be taken against any employee who breaches this policy.

2. St Munchin's Catholic School shall identify acceptable and unacceptable use of email and internet systems and is committed to regularly updating this policy.

2.1 Acceptable use:

Acceptable use may include:

The facilitating, gathering and disseminating information, encouraging collaborative projects and resource sharing, assisting technology transfer, fostering innovation, building broader infrastructure in support of education and research, fostering professional development, undertaking administrative functions and any other tasks that support the school.

2.2 Unacceptable Use:

2.2.1 Unacceptable use would include:

- accessing networks without proper authorisation.
- transmitting or deliberately accessing and/or receiving material that may be considered inappropriate, including threatening, sexually explicit, or harassing materials, offensive or discriminatory materials or materials that may be harmful either physically or emotionally, including bullying or harassment of work colleagues outside the school.
- communicating information concerning any password, identifying code or other confidential information.
- interfering with or disrupting network users, services or equipment. Disruptions include but are not limited to, distribution of unsolicited advertising, propagation of viruses in any form and using the network to make unauthorised entry to any other machine accessible via your network.
- breaching copyright laws, including software copyright and re-engineering of software.
- conducting private business matters.

2.2.2. Further it is unlawful to:

- defame someone or an organisation in an email.
- infringe copyright laws, i.e. reproduce or adapt copyrighted material by downloading and further disseminating the material.

- send emails that contain statements that could constitute sexual discrimination or sexual harassment.
 - display sexually offensive material that has been downloaded, i.e. screen savers.
 - send emails that contain statements based on the race, colour, nationality of a person that is likely to offend or insult.
 - undertake activities which breach State and Commonwealth legislation.
3. Unacceptable and/or unlawful use of email and internet systems may constitute misconduct and/or serious misconduct and may warrant disciplinary action. Continued misconduct or serious misconduct may result in terminating the employment contract.
 4. Emails are subject to the records management processes of the school, so employees must evaluate whether an email is an important record and whether it must be kept.
 5. This policy is to be available through the school internet site.