ELECTRONICS COMMUNICATIONS GUIDELNES

1.   Policy Statement

The School's electronic communications facilities (Network) belong to the School and are designed to support communication for teaching, learning, research and administrative activities.   Staff and students are encouraged to use electronic communication within the constraints outlined below;   All staff are issued with a user account on starting employment at the School.

2.   Purpose

2.1   The purpose of having an electronic communications policy is to ensure that:

2.1.1   Electronic communication is used in a way which complies with NZ legislation, School policies and the email Code of Practice outlined within this policy;

2.1.2   Staff and students are advised appropriately about security and confidentiality;

2.1.3   Electronic mail services run smoothly.

3.   Definitions

3.1   *Electronic Communication:*   Computer technologies which are used to create, send, forward, receive, store, print or copy messages or attach documents electronically. This includes such collaborative facilities as email, chat facilities and bulletin boards.

3.2   *Electronic Communication User:*   A person who creates, sends, forwards, receives, stores, prints, copies or attaches documents electronically.

4.   References

Policy Statement on Sexual Harassment
NZEI Code of Ethics
Collective Employment Contracts
Privacy Act 1993
Official Information Act 1982
Employment Contracts Act 1991
Human Rights Act 1993

5.   Authorised Use

5.1   The School network is made available to staff, students and authorised people on School business to assist them in their legitimate teaching, learning, research and administrative work.

5.2   The School's electronic communications facilities may not be used for personal business interests or personal gain. Advertising or sponsorship is

not permitted except where it is related to or supports the School's mission.

5.3   The School's electronic communications facilities may not be used for unlawful activities or for purposes that breach School policy, eg harassment policies, or for any communication that puts the School at risk. The immediacy of electronic communication, and the ability to contact large groups of people conveniently, can make it easier to inadvertently breach such policies and laws.

5.4   Electronic communications accounts are created for individual users who take responsibility for the account and undertake to abide by New Zealand law and by Otumoetai Intermediate School policies and procedures.

5.5   The School recognises that from time to time staff use their electronic communication account for personal messages. Such use must comply with the email Code of Practice and must be kept to a minimum level that does not interfere either with the user's role in the School nor with official School business.

6.   Ownership and Administration

6.1   The hardware and software making up the electronic communication facilities available to staff and students are the property of the School.

6.2   The electronic communication facility is operated by the School Board of Trustees and is subject to the regulations and policies of the School.

6.3   The Principal and Senior Management are responsible for ensuring that this Policy and Code of Practice are observed for the electronic communication facilities in the School.

6.4   All staff are responsible for ensuring that this Policy and Code of Practice are observed for the electronic communication facilities under their control and management.

6.4   The School reserves the right to withdraw the electronic communication facility or to intervene in its operation as it considers to be reasonably necessary from time to time, for example, for virus checks. This action may result in the School or organisations and individuals outside the School becoming aware of:
• The way in which users are employing electronic communication;
• The content of electronic communication transmissions.

6.5   Unless required by law, and subject to unintended or inadvertent disclosure, the School will not make electronic communication transmissions available to third parties other than required for:
• The operation or administration of the facility;
• The operation of this policy;
• The implementation of the rules and regulations of the School.

All messages sent over the School network are the property of Otumoetai Intermediate School. Unethical activities, such as sending e-mail from another user's e-mail address or impersonating another user are unacceptable. Likewise removal from the School site, or display to any external party, of hard copy printed messages from the School network is prohibited without authority from the Principal.

7. Security and Confidentiality

7.1 Electronic communication users must follow operating procedures and the procedures of the School with regard to the sending and receiving of electronic communication. Electronic communication users must take all proper measures in order to assist the security standards of the network.

7.2 Although the School will take steps to protect the security of the electronic communication facility, users must accept that the security and confidentiality of electronic communication traffic cannot be guaranteed. The use of the electronic communication facility for confidential electronic communication is an acceptance of the risk. The user can have no reasonable expectation of privacy when using the facility. The user should exercise personal judgement having regard to the circumstances and relevant Rules and Regulations.

7.3 The School reserves the right to access and monitor electronic communication sent and received using its facilities. Electronic communication deleted from a personal workstation will still remain accessible on a server for a certain period.

7.4 Users of the electronic communication facility accept responsibility for the use and security of the computer or other point of access assigned to them for use of the School's electronic communication facility.

7.5 The use of a staff electronic communication account by any person other than the owner of the account is prohibited.

8. Electronic Mail

8.1 *E-mail Security and Confidentiality*
   - The security of documents or messages sent via e-mail cannot be guaranteed once they leave the School. Sending an e-mail message is equivalent to sending a postcard with the School's name on it. Anyone can look at the content as they could look at a postcard. Potentially careless e-mail exposes the School to liability if sensitive information is intercepted by a third party. Sensitivity of material should be carefully considered before being sent by e-mail.

8.2 *E-mail Quality Requirements*
   - All external e-mails should be treated the same as a letter. The same care should be taken to prepare an e-mail as would be taken if the same subject was conveyed in a letter. If you would usually have a letter

checked or signed by a Senior Teacher then the e-mail should also be checked by your Senior Teacher.

If a copy of paper mail would go on file then a copy of the e-mail should be placed in the appropriate normal file system folder/file, and not in the e-mail system.

- All e-mails sent in place of other correspondence on behalf of the School should comply with appropriate standards for external correspondence.

8.3   *E-mail Etiquette*

- Use appropriate language. Avoid offensive or inflammatory speech. Be courteous and polite.
- Be concise – long messages often lose their emphasis.
- The use of all capital letters is generally interpreted as SHOUTING. Readability studies have proven that it takes longer to read an all uppercase message, your extra effort can save others time.
- Typographical errors are not acceptable. Use the spell check facility to correct typographical errors before sending e-mails.
- Attach a document to an e-mail where the message would be longer than two or three screens. Summarise the document in the e-mail.
- The instant nature of e-mail makes it easy to send emotionally charged messages without stopping to think about the consequences. Responding to an e-mail in an angry or annoyed manner is known as "Flaming". Don't get caught in flame wars – it isn't productive. Before you send the message ask yourself "Will this message cause more trouble than I want? " and "Am I happy for the e-mail to become public?"

8.4   Don't allow others to use your e-mail account or leave it open to unauthorised use.

8.5   In order to protect the reputation of the School and to ensure that e-mail use is appropriate, the following practices are prohibited:

- Using e-mail for illegal or wrongful purposes. Users may not use E-mail to infringe the copyright or other intellectual property rights of third parties.
- Distributing defamatory, fraudulent or harassing messages, or otherwise engaging in any illegal or wrongful conduct. Users should ensure that e-mails do not contain negative comments about organisations or individuals external to the School, or other employees. If defamatory statements are included in e-mail messages sent using the School's systems, the School and the e-mail author may be held responsible for defamatory comments made by the author.
- Any e-mails which contain any material that is considered discriminatory, on the basis of sex, age, race or ethical belief, by the Human Rights Act 1993.
- The downloading of software or electronic files unless users comply with established policies to check all such files for computer viruses.
- Distribution of very large attachments via e-mail. If the attachment is a graphic or is a particularly large document (eg 100 pages) it may decrease the response time of our servers. If you have need to send large files for business purposes, do not use attachment to e-mail. Seek help to have the file efficiently transferred.

- Distribution of electronic chain letters, for example pyramid selling schemes, advertising etc.
- The distribution of fun/entertainment e-mails.
- Distribution of unacceptable e-mails. If you would not provide a paper copy of the e-mail to the recipient then you should not e-mail it to them. For example, indecent picture, racial slurs and obscenities should not be included in e-mails.
- The distribution of "personal" messages for selling/buying items etc.

8.6   Offensive or inappropriate messages should be reported to the Principal.

8.7   E-mail should not be used as a substitute for appropriate interpersonal communication.

8.8   Users must comply with copyright laws. The author of a message retains copyright. Acknowledge authorship if forwarding e-mail.

8.9   The same privacy and confidentiality principles that apply to physical mail also must be applied to electronic mail transferred over the School network.

8.10   Check your e-mail regularly and arrange for redirection or access when you are away. E-mail should not be left on the server for longer than ten days.

8.11   As a guideline, don't put anything in an electronic message that you wouldn't write in a memo or say in a one to one conversation. Remember that your message may be seen by others in the transmission process, or may be delivered to the wrong address. It will be stored, and can be forwarded and printed. It may also be released under privacy or official information requests and used in litigation.

9. Improper Use

Breaches of the School's electronic communication policy including the electronic communication protocol expose the user to:

9.1   Liability for criminal and civil penalties;

9.2   Liability to indemnify the School for any penalty or loss suffered by the School as a result of the actions of the user;

9.3   Loss or limitation of electronic communication access;

9.4   Disciplinary action depending on the severity of the breach.

10. Cost

The use of the School's electronic communication facility is not free. As a result staff are expected to use electronic communication with due regard to the costs and consequences of use of the system.

11. Internet

Staff and students should be aware that the internet contains:
- Some material which is inaccurate; and
- Some material which is deemed inappropriate for School use.

11.1   Access to the Internet is provided to assist staff and students to achieve their educational goals. Staff should therefore manage this external relationship in the same professional manner as other external contacts are managed.

Sites with material that falls into inappropriate categories for the School include:
- Activist
- Adult Entertainment
- Drugs
- Hacking
- Pornography
- Sexuality
- Tasteless
- Webchat

11.2   *Download of Files or Software*
The download of files or software from either disks, CD's or the internet by PC users on School PC's exposes the School to risk of computer viruses and potentially corruption of the computer network. Staff contemplating the download of files should refer to the procedures for caching internet material.

The download of files or software also exposes the School to risks arising from the installation of unlicensed software on School PC's.

11.3   The following procedures therefore apply to the downloading of files or software:
- No software, shareware or freeware may be downloaded onto the School network without the prior written consent of the Principal. All software installed on the School network needs to be tested for compatibility with our other software and if any problems occur, the Principal must know the full extent of all software loaded on the network.
- Where there is particular software that you require installed, this software must be validly licensed to the School.
- Any foreign software found on the School network which is not on the Software Register may be removed.
- Staff may infringe the copyright or other intellectual property rights of third parties by downloading material from the Internet and accordingly each staff member must consider whether downloading is necessary and lawful in each case.
- The School reserves the right to restrict the download of files from the Internet.

11.4   *School Internet Web Page*

Otumoetai Intermediate School will maintain a web page on the Internet. The copyright on all web page content belongs to the School. School web pages may include a disclaimer as follows:

"The materials contained in the publicly accessible pages of this web-site are provided for general information purposes only. Any publications included in these pages is provided as a summary of the subject covered and no-one should rely on any information contained in such publications without first seeking advice. Otumoetai Intermediate School accepts no responsibility for any reliance on such information. If you have any questions on issues covered by these publications, please contact our office."

11.5   *Students*
- All students must be directly supervised by staff when using any form of electronic communication.
- Unsupervised lunchtime use by students is prohibited at all times.
- Computer screens must be in full view of the supervising staff member at all times.
- No more than one website may be open at any time.