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ELECTRONIC COMMUNICATIONS - STAFF

POLICY INTERNET, INTRANET & EMAIL / MOBILE PHONES

INTRODUCTION

The electronic communication and information resources of Peter Moyes Anglican Community School are part of the School's educational resources. These resources are made available to enhance the educational experiences of students and to provide staff with the tools necessary to implement and enhance the School's educational programme.

This Policy specifies the conditions applying to the use of the electronic communication system of the School. Electronic communications include, but are not limited to, all facsimile, internet, intranet, messaging and email activities and/or communications and all related applications.

The electronic communication system is available for the use of all employees under the conditions specified in this Policy. This Policy also includes all contractors or other third parties in their business with the School, and is to be read in conjunction with other statements and policies made by the School, including policies related to all forms of discrimination, sexual harassment and occupational health and safety and communications with parents, students and others. This policy may be amended from time to time.

This policy makes reference to the existing School Policies of:

1. 2.26 Staff IT Policy

Authorised users of the School's electronic communication system are required to comply with this Policy. Failure to observe this Policy will result in disciplinary action that could include dismissal.

AUTHORISED USE

Use of some of the School's electronic communication resources for legitimate work-related purposes is authorised with the issuing of a username and / or a password which will enable access to the School's computer system. Please note that photocopiers are included as part of the School's computer system.

Employees are responsible for maintaining the security of their accounts and their passwords. Passwords should be changed regularly. All employees are required to take appropriate precautions to prevent unauthorised access to their mailbox by logging off whenever the accessed terminal or notebook is unattended.

USAGE

The electronic communication system is an important component of the School's internal and external communication systems. This system is available to employees to facilitate efficient communication for work-related purposes. All content within the School's communication systems are backed up, monitored and from time to time may be examined by the School or bodies on its behalf in the carriage of its obligations to staff, students and the School community.

Authorised users may use the electronic communication system for reasonable personal purposes, provided such use does not contravene this Policy or have any foreseen or unforeseen negative ramifications for the School, and does not adversely impact upon personal productivity and professional standards. It would not be appropriate for staff to engage in personal business during class time.

'Personal Use' excludes all commercial/business communications that are not authorised by the School. Personal use of the School's electronic communication system will be an acknowledgement that authorised users will be personally accountable for any costs or other negative ramifications that may result from using the system.

As the School provides access to the electronic communication system, the contents of the system, including email/ messages, remain the property of the School. Although the School does not make a practice of regularly monitoring this system, the School reserves the right to monitor individual usage. Where the School deems it appropriate or necessary, the School will inspect and disclose the contents of electronic communication transactions and/or the log of internet sites visited in the course of routine management of the computer system, an investigation triggered by indications of misconduct or misuse, to respond to legal processes, or to fulfil its obligations to third parties.

In accordance with the School's adherence to the federal Australian Privacy Act 1988, the School requires all staff to observe their responsibilities to the privacy rights of all staff, students, and their families with respect to their identity and/or their data. See <https://www.oaic.gov.au/privacy-law/> for more information.

GOOD PRACTICE AND ETIQUETTE GOVERNING EMAIL USE

Care should be taken to ensure that the content, form, grammar and spelling of all electronic communications meet the professional business standards required by the School. Furthermore, it is important to ensure that all correspondence complies with legal obligations.

Copies of email messages should be saved for future reference and access. As there is sometimes some uncertainty as to whether an email has been received, it is good practice to acknowledge receipt of an important email.

All users are reminded that electronic communications may not be secure, and from time to time, communications may find their way to an audience beyond that originally intended. For example, electronic communications are capable of being forwarded without the express permission of the original author. Therefore, users must exercise caution in the transmission of messages.

Where the author of a document wishes to minimise the possibility of a document being altered by the recipient, the document should be sent in Adobe Acrobat format. This format should particularly be adopted where the School seeks to protect its intellectual property.

SOCIAL MEDIA

Special care must be taken when communicating using Social Media channels, such as Facebook, Instagram, etc. Limited and reasonable use of the School's communication systems is acceptable provided that the activity is conducted in a responsible and professional manner, and is in accordance with the School's approved staff whom are authorised to publish content via this medium. Since social media channels are numerous and pervasive, this guidance applies to all media channels that are either approved or unapproved.

DIFFERENTIATING BETWEEN PERSONAL CORRESPONDENCE AND AUTHORISED REPRESENTATION

As each authorised user is identifiable as having an account at the School, it is necessary for users to differentiate between personal views and opinions and the official views of the School as such users should avoid expressing personal opinions.

The Principal may specifically delegate responsibility to authorised employees to represent the School in a professional capacity from time to time. In other circumstances, a disclaimer advising that the views and opinions expressed represent those of the writer and not the School is required.

FORM OF MESSAGES

All messages should contain:

- appropriate salutations;
- sender's name and title (and department/faculty/section, where relevant);
- name and contact details of the School;
- standard School disclaimer.

All staff are required to store the standard 'Signature' (the banner at the foot of the email, often identifying the sender and their organisation) outlined below which includes the sender's name and title, name and contact details of the School and standard School disclaimer.

For example:

Dear...

(content of email message)

Regards, yours sincerely, etc.

Lee Citizen

Head of Cuthbert House

Peter Moyes Anglican Community School

Tel: (08) 9304 5500; Fax: (08) 9304 5599

Email: lcitizen@...

Url: http://www...

Disclaimer:

This message, including any attachments, is provided without responsibility in law for its accuracy or otherwise and without assumption of a duty of care by the School. Whilst every attempt has been made to ensure material in this email message is 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 use of the material transmitted. This email is intended for the use of the named individual or entity and may contain confidential and privileged information. Any dissemination, distribution or copying by anyone other than the intended recipient of this email is strictly prohibited. If this email has been received in error, then please notify the School immediately and destroy the original message. The views and opinions expressed here reflect those of the author and not Peter Moyes Anglican Community School.

BROADCAST MESSAGES

Messages to be broadcast to all users of the network need to be work related and of a nature that should concern all recipients.

PUBLISHING

Staff wishing to use the School's electronic communication system to publish information relating to, and on behalf of the School, must obtain prior permission from the Principal. The School logo and designs are the property of the School and may only be used with the express authorisation of the Principal.

COMMUNICATION WITH THE SCHOOL COMMUNITY**Communication with Parents**

Staff should acknowledge electronic communication from the School Community in a timely fashion. Where a direct response is not appropriate, the staff member should provide a polite reply acknowledging the inquiry and indicating that a formal reply will follow.

Communication with Students

Staff should exercise care when communicating with students as it is possible for written communications to be misinterpreted.

ACCEPTABLE AND UNACCEPTABLE ELECTRONIC COMMUNICATIONS

Acceptable messages include:

- replying to messages, provided the reply does not contravene this Policy or any other policy of the School;
- contacting persons/organisations for legitimate and reasonable work-related purposes; and
- reasonable personal use, as outlined above.

Unacceptable messages include:

- ordering any product or service on behalf of the School unless specifically authorised;
- highly confidential information, unless encryption has been enabled; and
- any prohibited use, as outlined below.

PROHIBITED USE OF THE ELECTRONIC COMMUNICATION SYSTEM

Email messages are neither private nor secret and can be easily misconstrued by recipients or mistakenly sent to the wrong recipient. In Australia, State and Federal legislation prohibits the transmission of email messages that contain objectionable material. In addition, emails that may appear humorous and innocent can be unlawful and infringe racial and sexual discrimination and harassment policies.

Prohibited uses of the School's electronic communication system include any conduct that:

- violates or infringes the rights of any other person, including the right to privacy;
- contains real or potentially defamatory, false, inaccurate, abusive, obscene, violent, pornographic, profane, sexually-explicit, sexually-oriented, threatening, racially-offensive or otherwise biased, discriminatory or illegal or any other inappropriate material;
- has instructions on the manufacture and/or use of illegal and/or dangerous products, substances or materials or any other illegal or subversive activity;
- violates any other School policy, including prohibitions against harassment of any kind;
- forwards confidential messages to personnel to whom transmission was never authorised by the School, including persons within the School Community and persons/organisations outside that Community. Care must be taken when sending out confidential information to another party via the internet.
- accesses copyright information in a way that violates copyright. All distributed information either to or by staff must be in compliance with the copyright legislation (see <https://www.legislation.gov.au/Details/C2017C00180> for more information.);
- attempts or succeeds in obtaining unauthorised access to electronic communication systems, attempts to breach any security measures on any such system, attempts to intercept any electronic transmissions without proper authorisation, or unauthorised use of a password/mailbox, including constructing electronic communication so that the communication appears to be from another person/organisation;
- broadcasts unsolicited personal views on any matter;
- fails to use the system as prescribed, thus permitting infection by computer virus or deliberate infection by computer virus;
- involves the establishment or conduct of personal or private commercial or business transactions, including advertising and political lobbying;
- propagates chain emails or forwarding messages to groups or lists without the consent of the user;

- (xii) results in unauthorised external access to the School's electronic communication system;
- (xiii) consumes excessive bandwidth;
- (xiv) interferes with the ability of others to conduct the business of the School; or
- (xv) offends or potentially offends the ethos, principles and/or foundations of the School.

Section 85ZE of the Crimes Act 1914 (Cth.) applies to the offensive or harassing use of a telecommunication service, including email, and states that a person shall not knowingly or recklessly:

- (i) use a telecommunications service supplied by a carrier to menace or harass another person; or
- (ii) use a telecommunication service supplied by a carrier in such a way as would be regarded by reasonable people as being, in all circumstances, offensive.

Section 101 of the Censorship Act 1996 (WA) prohibits a person using a computer to transmit, obtain possession of, demonstrate, or request the transmission of objectionable material. A "computer service" is defined to mean a service provided by or through the facilities of a computer communication system allowing the input, output or examination of computer data or programs from a computer to a terminal device (Section 99).

Section 99 defines "objectionable material" to mean

- (i) a film classified RC, a computer game classified RC or a classified RC publication;
- (ii) child pornography;
- (iii) an article that promotes crime or violence or incites or instructs in matters of crime or violence; or
- (iv) an article that describes or depicts, in a manner that is likely to cause offence to a reasonable adult-

Section 102 prohibits a person from using a computer service to transmit or make available restricted material to a minor.

Where the School becomes aware of a potential breach of the Electronic Communication Policy the School will investigate the matter.

In the event that it is established that a breach of this policy has occurred the School will take disciplinary action against any person found to have engaged in an unacceptable or prohibited use of the School's electronic communication system. Disciplinary action may take a variety of forms up to and including summary termination of employment.

Employees are advised that unacceptable and/or prohibited use may contravene State and/or Federal legislation. Legal action may also be taken against any person in breach of, or allegedly in breach of, these statutes.

The School reserves the right to remove material causing an undue load on the system.

VIRUS MALWARE AND RANSOMWARE CHECKING

In using the School's computer system, employees are required to adopt the following practices to minimise exposure to external electronic attacks in intrusions.

The School's Virus Protection Software automatically checks all incoming email attachments. Any files that end with .COM or .EXE should be saved first to the computer hard disk and then scanned. Where there is doubt that a URL link or file is safe or the source of an electronic communication is not known, it may be wise to erase the email.

All outgoing email should not include .COM or .EXE files. If it is necessary to send such files, then *the School's Virus Protection Software* must be used to scan the files before attaching any files to the email message.

MONITORING OF ELECTRONIC COMMUNICATION

Employees are responsible for regularly checking their received electronic communication to ensure a timely and professional approach is maintained in all School-related communication.

Employees must make arrangements to forward their email to another School-based email address for checking during periods of leave. Arrangements should be made with the Associate Principal of Sub-School or Business Manager.

PERSONAL AND FINANCIAL INFORMATION

While the School takes every precaution to provide a secure system, any disclosure by a person of personal information, including bank and credit card detail, may be observed or altered by a third party while in transit.

The School will not be liable for any loss incurred by a person who provides personal information, including bank and credit card details over the Internet or via Internet email.

The School will not be liable for any loss incurred by an employee who provides such information over the Internet.

DISCLAIMER

The School makes no warranties of any kind, whether express or implied, in relation to the electronic communication system.

The School will not be responsible for any damage, including loss of data resulting from delays, non-delivery, etc. suffered by any employee using the electronic communication facilities.

Use of any information obtained via the Internet is at the employee's own risk with responsibility for the accuracy or quality of information obtained through its computer network services specifically denied by the School.