



Bexhill College

# **EMAIL AND INTERNET POLICY**

**POLICY NUMBER: PC8**

September 2009



## **EMAIL AND INTERNET POLICY**

The ability of employees to use external email and to access the Internet provides increasing opportunities for the college as it facilitates the gathering of information and communication with fellow employees, customers and other contacts. However, Internet and email access opens up the college to particular risks and liabilities. It is therefore essential that employees read these guidelines and make themselves aware of the potential liabilities involved in using email and the Internet.

### **1. General Points**

- 1.1. Use of email and the Internet is primarily for work related purposes.
- 1.2. The college has the right to monitor/restrict any and all aspects of its telephone and computer systems that are made available to you and to monitor, intercept and/or record any communications made by employees, including telephones, email or Internet communications. To ensure compliance with this policy or for any other purpose authorised under the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 staff are hereby required to expressly consent to the college doing so. In addition, the college wishes to make you aware that Close Circuit Television (CCTV) is in operation for the protection of employees and students.
- 1.3. Computer logon accounts and email accounts are the property of the college and are designed to assist in the performance of your work. You should, therefore, have no expectation of privacy when viewing internet sites or in any email either sent or received, whether it is of a business or personal nature.
- 1.4. It is an inappropriate use of email and the Internet for employees to access, download or transmit any material which might reasonably be considered to be obscene, abusive, sexist, racist or defamatory. You should be aware that such material may also be contained in jokes sent by email. Such misuse of electronic systems will be misconduct and will, in certain circumstances, be treated by the college as gross misconduct. The college reserves the right to use the content of any employee email in any disciplinary process.

### **2. Use of email**

- 2.1. Emails should be drafted with care. Due to the informal nature of email it is easy to forget that it is a permanent form of written communication and that, in some cases, material can be recovered even when it is deleted from your computer.
- 2.2. Employees should not make derogatory remarks in emails about employees, students, competitors or any other person. Any written derogatory remark may constitute libel.
- 2.3. Try not to create email congestion by sending trivial messages or unnecessarily copying emails. The college retains the right to impose restrictions on the "logical size" of any mailbox to maintain the integrity of the mail servers. Employees should regularly delete unnecessary emails to prevent over-burdening the system.
- 2.4. Make hard copies of emails which you need to retain for record keeping purposes.

- 2.5. You may want to obtain email confirmation of receipt of important messages. You should be aware that this is not always possible and may depend on the external system receiving your message. If in doubt, telephone to confirm receipt of important messages.
- 2.6. Reasonable private use of email is permitted but should not interfere with your work. The contents of personal emails must comply with the restrictions set out in these guidelines. Excessive private use of the email system during working hours may lead to disciplinary action and may in certain circumstances be treated by the college as gross misconduct.
- 2.7. By sending emails on the college's system, you are consenting to the processing of any personal data contained in that email and are explicitly consenting to the processing of any sensitive personal data contained in that email. If you do not wish the college to process such data you should communicate it by other means.

### 3. **Use of the Internet**

- 3.1 Reasonable private use of the Internet is permitted but should be kept to a minimum and should not interfere with your work. Excessive private access to the Internet during working hours may lead to disciplinary action and may in certain circumstances be treated by the college as gross misconduct.
- 3.2 The sites accessed by you must comply with the restrictions set out in these guidelines. Accessing inappropriate sites, including gaming sites, may lead to disciplinary action and may in certain circumstances be treated by the college as gross misconduct.

### 4. **Copyright and downloading**

- 4.1. Copyright applies to all text, pictures, video and sound, including those sent by email or on the Internet. Files containing such copyright protected material may be downloaded, but not forwarded or transmitted to third parties without the permission of the author of the material or an acknowledgement of the original source of the material, as appropriate.
- 4.2. Copyrighted software must never be downloaded. Such copyrighted software will include screensavers.
- 4.3. College employees should not import non-text files or unknown messages on to the college's system without having them scanned for viruses. If you have not been properly trained to scan for viruses, do not import such items at all.
- 4.4. College employees must never engage in political discussions through outside newsgroups using the college's computer system.

### 5. **General computer usage**

- 5.1. You are responsible for safeguarding your password for the system. For reasons of security, your individual password should not be printed, stored online or given to others. User passwords rights given to employees should not give rise to an expectation of privacy.
- 5.2. Your ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems unless authorised to do so. You should not alter or copy a file belonging to another user without first obtaining permission from the creator of the file.

### 6. **Technical Staff**

The IT staff are there to assist you. If you require any information or help about the use or set up of your computer you should contact one of the IT Technical Team using the Support Call Request log.

**I have read and understood the above guidelines and I agree to comply with these guidelines at all times.**

Signed : .....

Name : .....

Date : .....