

# **School Email & Office 365** **Policy**



**Coláiste Bríde,  
Enniscorthy,  
Co. Wexford.**

**Ratified by the Board of Management**

**Signed: \_\_\_\_\_  
Chairperson,  
Board of Management**

**Review Date: 11<sup>th</sup> February 2019**

**Signed: \_\_\_\_\_  
Secretary,  
Board of Management**

## MISSION STATEMENT

*“We are working to promote a secure and caring environment; Where Respect, Responsibility and Christian commitment grow, Drawing forth the positive of each individual”*

Coláiste Bríde is a Catholic School founded by the Mercy Order under the trusteeship of CEIST. It has a long tradition of academic excellence and is committed to the development of the whole student. It offers a curriculum designed to meet fully the needs of the student.

The school wishes to cater for the academic, spiritual, moral, aesthetic, interpersonal and physical needs of the student. The characteristics of the school are the pursuit of tolerance, compassion and a sense of justice and equality for all.

We aim to develop in each student, confidence, self-respect and respect for others.

The school and its staff value its partnership with parents in meeting the personal and educational requirements of students and staff alike.

**The core values of CEIST are:**

### ***Promoting Spiritual and Human Development***

We believe a knowledge of and a personal relationship with Jesus Christ gives meaning and purpose to our lives.

### ***Achieving Quality in Teaching and Learning***

We are committed to excellence and to continually improving the quality of teaching and learning.

### ***Showing Respect for Every Person***

We respect the unique and intrinsic value of every person.

### ***Creating Community***

Our schools are faith communities of welcome and hospitality where Gospel values are lived and where there is special care for those most in need.

### ***Being Just and Responsible***

We seek to act justly and responsibly in all our relationships

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## *School Email & Office 365 Policy*

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### Introduction

Coláiste Bríde is committed to providing e-mail access to our entire school community, for use as a work and educational tool and to promote our school's aims and objectives. In the interests of ensuring as safe an environment as possible for pupils and staff, this policy has been produced.

This Email policy shall apply to all e-communications processed by Coláiste Bríde management, teachers, administrative staff and students.

The Staff, Parents Association, Student Council and the Board of Management were consulted during this policy's formation.

### Scope of this Policy

Coláiste Bríde's email facilities shall be used in accordance with:

- All appropriate legislation as referred to in our Acceptable Usage Policy and to include responsibilities under: - Copyright Act (1963) and as amended, Prohibition of incitement to hatred Act (1989), Criminal Damage Act (1991) and Freedom of Information Act (1997), General Data Protection Regulation (GDPR) May 2018, Video Recordings Act 1989.
- All teachers and administrative staff shall be responsible for implementing this Email Policy in their areas of responsibility.

### General Email Usage Principles

The school provides email to assist employees in the performance of their jobs, and students with their learning objectives on the understanding that:

- Individuals and/or the School may be liable for what is written or said in an email message. Email is neither private nor secret. It may be easily copied, forwarded, saved, intercepted, archived and may be subject to discovery in litigation. The audience of an inappropriate comment in an email may be unexpected and extremely widespread.
- All teachers, administrative staff and students shall remember that standard email is not a secure form of communication. The messages that you send may be over networks owned by other people.

- A more secure method of communication shall be used, if the content of an email is sensitive or critical such that if the contents were disclosed or modified by an unauthorised person it could cause embarrassment, distress or financial loss.
- No staff member or student shall send, forward or receive emails that in any way may be interpreted as insulting, disruptive or offensive by any other person, or company. Examples of prohibited material include but are not limited to:
  - Sexually explicit messages, images, cartoons, jokes or movie files
  - Unwelcome propositions or inappropriate acts
  - Profanity, obscenity, slander or libel
  - Ethnic, religious or racial slurs
  - Political beliefs or commentary
  - Any message which could be viewed as harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, disability or religious or political beliefs.
  - Any message that could offence the ethos and values of our teachings.
- Email folders shall be reviewed by all users regularly, and any non-essential messages shall be deleted.
- Email users shall not forward chain letters either internally or externally.
- This includes those purporting to be for charity or other good causes as well as those promising wealth or other personal gain.
- Virus warnings shall come under the same exclusion, as the majority of these are false.
- You should refer to the school management to check the validity of such messages but shall not forward these messages to anyone inside or outside of Coláiste Bríde under any circumstances.
- Emails of any kind shall not be sent to multiple external organisations without the appropriate approval of a senior staff member or teacher. This may be considered as 'spamming'.
- The individual logged in at a computer shall be considered to be the author of any messages sent from that computer.
- An email account holder shall be considered to be the author of any messages sent from that account. All students should log out of their Office 365 account when they are finished using shared devices; under no circumstances should a user send a message from somebody else's account.
- School email addresses should not be disclosed unnecessarily. Information provided in unofficial surveys or outside agency questionnaires may lead to risks such as receiving unwanted junk messages.

- Email shall not be used to send large attached files, unless very urgent and authorised by management. Many email systems will not accept large files and, if returned may result in overloading our school's own email system. Other media shall be used, such as encrypted CD's, when sending large amounts of data.
- Emails from unknown sources should be opened with caution. Do not open attachment from an unknown or unverified source. Caution shall also be exercised even if attachments are received from a known source but are unexpected or have an unexpected title.
- The facility to automatically forward emails shall not be used to forward messages to personal email accounts.

## Email - Office 365

Coláiste Bríde recognises that collaboration is essential to education and by providing students with access to a variety of online tools that allow communication, sharing, and messaging among students, it enriches their learning experience.

All staff and students shall be provided with a school email account for the purpose of school related communication.

### **Students**

Students may be allocated a @stu.colaistebride.ie email account and password.

The school email address is for school and educational purposes only.

The school email may be used to send and receive classwork, projects, homework, presentations, etc. School emails can be used to allow students work collaboratively in groups.

Students will not send or receive any material that is illegal, that contains virus, is obscene, defamatory or that is intended to annoy or intimidate another person or is inappropriate in any way.

If any unacceptable behaviour is suspected or reported the school authorities have the right to access, edit, delete or block a student's school email account.

Students should never share their Office 365 account with anyone else.

Students cannot change their email account password. If necessary, this can be reset by the relevant school authority. There will be a charge of .50c for those who forget passwords. All funds will be donated to charity at the end of the school year.

Students will not reveal their own or other people's personal details, such as addresses, passwords, telephone numbers or photographs.

Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.

Students may only email teachers or members of the staff with the direct permission of the relevant teacher or member of staff.

Students will note that sending and receiving email attachments is subject to permission from their teacher.

The email address will be valid only for the duration of the student's time in Coláiste Bríde.

School email accounts may not be used by students to register for online services such as social networking services, games and purchasing.

Students are responsible and accountable for any communications or activities associated with their school email addresses.

Students are expected to follow the same rules for good behaviour and respectful conduct online as offline – these rules are found in both Coláiste Bríde's Code of Behaviour and our Internet Acceptable Use policy.

If any inappropriate communication arises, they should treat it as they would an inappropriate email and contact a member of management. It is vital that all such applications be used with the regulations for email in mind in terms of writing, responding and remembering that they are reflecting on the school name and reputation. It is also important that students are not leaving a digital footprint which could leave them vulnerable.

## Staff

Staff will model good practice and ethical, responsible use of digital technologies and the internet with students.

In keeping with the Teaching Council's Code of Professional Conduct, staff will ensure that any communication with students, colleagues, parents and others is appropriate, including communication via electronic media, such as e-mail.

Care should be exercised not to allow any social media communication with students using their personal social media accounts, personal e-mail accounts or personal mobile phones. Staff and students are permitted to communicate for educational purposes via Office 365 and the official school's email accounts.

Staff will only use their professional email (not personal email) addresses and school accounts to communicate with students and parents.

Staff must ensure that they do not knowingly access, download or otherwise have in their possession while engaged in school activities, inappropriate materials/images in electronic or another format.

School devices used by staff are for school business only. Staff will not store personal data on school devices.

Staff will take reasonable care of digital devices on which student data can be accessed, and endeavour to protect student data securely. Devices must be password-protected and stored securely.

Teachers may decide to make themselves available at designated times outside of school hours to respond to student questions about the work and to provide feedback. It is up to each teacher individually to establish clear ground rules and expectations with students regarding communication using online learning platforms.

## Monitoring

The school owns the e-mail system which means that all school email traffic, both sent and received, including attachments, may be monitored and reviewed.

No monitoring will occur without the Principal's permission except for normal logging of system usage to manage the network. Any investigation would be carried out in accordance with the "Sanctions for Misuse" stated in our school's Acceptable Use Policy (AUP).

## Data Protection

The school is now, under GDPR regulations, personally responsible for ensuring the confidentiality of a student's personal data.

- Student information will from now on be accessible on VS Ware and Office 365 which is password protected.
- If you process personal data (data that identifies a living individual) in the course of your work, you must do this in accordance with General Data Protection Regulation (GDPR) May 2018.
- Do not view sensitive information in any public area.
- Do not allow family, friends or anybody else to use a computer which contains student information. When communicating information through email do not put names in the subject bar.
- Do not disclose or share any sensitive information to other people if not under the expressed authorisation of the Principal.
- Do not leave printed documents around the printer as they may contain confidential data.

## Amendments

The Board of Management of Coláiste Bríde is committed to playing an active role in the implementation of this policy and undertakes to review and revise it, in light of changes to legislation, experience and other relevant developments.