

THE MOSSLANDS SCHOOL

ACCEPTABLE EMAIL USE POLICY

Use of email by students of The Mosslands School is permitted and encouraged where such use supports the goals and objectives of the school.

However, The Mosslands School has a policy for the use of email whereby the students must ensure that they:

- use email in an acceptable way
- do not create unnecessary risk to the school by their misuse of the Email system
- are not distributing, accessing or storing images, text or materials that might be considered indecent, inappropriate, pornographic, obscene or illegal
- are not distributing, accessing or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment or bullying
- do not access copyrighted information in a way that violates the copyright
- are not broadcasting unsolicited personal views on social, political, religious or other non- school related matters
- are not transmitting unsolicited commercial or advertising material (SPAM)
- do not undertake any other deliberate inappropriate activities.
- do not introduce any form of computer virus or malware into the school network
- do not access another person's e-mail account
- do not share your password with another student



The Mosslands School accepts that the use of email is a valuable school tool. However, misuse of this facility can have a negative impact upon student productivity and the reputation of the school.

In addition, all of the school's email resources are provided for school purposes. Therefore, the school maintains the right to examine any systems and inspect any data recorded in those systems.

In order to ensure compliance with this policy, the school will use monitoring software in order to check upon the use and content of emails periodically. Such monitoring is for legitimate purposes only.

Sanctions

If a student is found to have breached this policy, they will face the withdrawal of their e-mail account and/or network usage for an indefinite period. The actual penalty applied will depend on factors such as the seriousness of the breach and the student's disciplinary record. In addition to this contact will be made with parents / carers to notify them of our concerns.

Agreement

All students who have been granted the right to use the school's email services are required to sign this agreement confirming their understanding and acceptance of this policy.

I(student name) agree to comply with the terms of this policy and understand that if I do not then my e-mail account and/or network access will be withdrawn.

..... (student signature).....(date)

