

QUEENSLAND
ANGLICAN
SCHOOLS

**ADMINISTRATIVE GUIDELINES
FOR E-MAIL AND
INTERNET USAGE**



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Administrative Guidelines

Administrative Guidelines are a system of principles and procedures designed to assist Anglican Schools in implementing effective administrative measures and complying with legal obligations. This system of procedures guides Schools in complying with the various obligations placed upon them. These Guidelines deal with the practical aspects of legal compliance and effective administrative systems. Administrative Guidelines will be developed by the Schools in consultation with the Anglican Schools Office and relevant stakeholders (for example Church leaders, agency representatives, Government representatives, unions, etc.). The Guidelines are subject to final endorsement by each School's Governing Body, and in the case of Diocesan owned Schools, a designated higher authority, where required by Canon Law (for example the Diocesan Property and Finance Board, Archbishop-in - Council).

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QUEENSLAND ANGLICAN SCHOOLS ADMINISTRATIVE GUIDELINES

TITLE	E-MAIL AND INTERNET USAGE
PURPOSE	To establish guidelines for employees to ensure that inappropriate or illegal use of electronic resources is avoided.
LEGAL FRAMEWORK	Anti-Discrimination Act 1991 Workplace Health and Safety Act 1995 Privacy Act 1988
EFFECTIVE DATE	31 December 2003

1. APPLICATION

This policy applies to all employees.

This policy applies to all computers and the data including remote access to School computer systems and networks whether from School provided laptop computers or personal desktop or laptop computers.

2. POLICY PREAMBLE

Each School is committed to maintaining an environment that values the inherent worth and dignity of every individual, that fosters tolerance, sensitivity, understanding and mutual respect, and one which encourages its members to strive to reach their full potential.

This commitment has as its foundation the fact that as an Anglican School its operations give due regard to the Ethos Statement for Anglican Schools in Queensland.

The summary Ethos Statement affirms that features of an ideal Anglican School include:

- Anglican Schools are firstly Christian Schools.
- Anglican Schools should be characterised by tolerance and a respect for difference.



- Anglican Schools should be characterised by a high respect for intellectual endeavour.
- Anglican Schools celebrate the contribution of the Mother Church to the wider political, social, economic and artistic life of our culture.
- Anglican Schools should be characterised by a commitment to tradition and dignity within school worship.
- Anglican Schools should be characterised by a commitment to tradition and dignity within school life.
- Anglican Schools should be characterised by a sense of social responsibility.

3. POLICY

3.1 E-mail

3.1.1 E-mail (electronic mail) is to be used to conduct the School's business, or to arrange group employee events, and its use is limited to authorised employees or temporaries. Minimal personal use of e-mail by employees is allowed but should not interfere with work-related use.

3.1.2 Privacy

The School respects its employees' desire for and expectations of privacy. In the normal course of events, the School will not allow other employees access to individual's messages.

The School reserves the right to monitor the e-mail. The monitoring, retrieval and automatic auditing of e-mail messages may be undertaken in any circumstances where the School believes it is appropriate to do so. These circumstances include, but are not limited to, the following:

- In the course of an investigation regarding misconduct, discrimination, or sexual harassment;
- To comply with the School's health and safety obligations;
- To protect and prevent interference with the School's business;
- To locate substantive information required for the School, which is not more readily available by some other means.

3.1.3 Inappropriate Use

The School's e-mail systems are not to be used in any manner, which would infringe the copyright or other intellectual property rights of third parties or for



private business purposes. E-mail is not to be used to perpetrate fraud, transmit material which could reasonably be found to be defamatory, pornographic, discriminatory, harassing (including racial or sexual harassment) or which is intended to or may inflict harm to another party. Broadcasting unsolicited views on social, political, religious, or other non-business related matters is prohibited.

Any material which is illegal, discriminatory, racially vilifying or which, in the opinion of the School, could reasonably be viewed as pornographic or which, in the opinion of the School, could reasonably injure the reputation of the School received by e-mail must be deleted immediately. Such material must not, under any circumstances, be forwarded or distributed within or outside the School. Storage or distribution of such material will result in disciplinary action, which may include termination of employment.

Where staff receive e-mails or e-mailed material that would be considered inappropriate for use within the School, the staff member must reply to the sender requesting that no further material of that nature be forwarded. Failure to discourage the sending of such material will result in disciplinary action, which may lead to termination.

3.1.4 Confidential Messages

Confidential business messages should be distributed to the School's personnel only. Forwarding of such messages to locations outside of the School is prohibited and will result in disciplinary action, which may include termination of employment.

3.1.5 Communication Style - Choosing the appropriate channel

Electronic mail is often preferable to other means of communication, as it is faster, more cost efficient, and less disruptive. However, using electronic mail is not always the best option. Electronic mail is impersonal as it lacks important non-verbal communication elements such as facial expressions, body language and voice intonation. Without these communication elements messages can easily be misunderstood. Other channels of communication such as printed letter, memo, reports, voice, phone or mail, face to face or facsimile may be more appropriate. Prior to sending any electronic mail, these factors should be taken into consideration.

The approach taken when communicating with paper-based messages requires careful thought, appropriate language and a basic element of professionalism in writing. With e-mail being a mechanism whereby one can communicate thoughts and ideas quickly and easily, the message quite often lacks the careful selection of words that would normally go into a hand written correspondence.

Asking the following questions may heighten awareness of your communication style:

- What is my relationship to the receiver?



- Is anyone else likely to see the message?
- What does the receiver know? What does the receiver need to know?
- How will the receiver react to the message? Would I be willing to give this message face-to-face?

Sending e-mails using the School's system is similar to sending a letter on letterhead. When sending any personal messages, make it clear that the message is not sent on behalf of the School.

3.2 Internet

3.2.1 Access to the internet is to be used to conduct the School's business and its use is limited to authorised employees and temporaries. Minimal personal use of browsing by employees is allowed but should not interfere with work-related use. Any such personal use is governed by this policy. Employees who have excessive personal use of internet facilities may have their internet access revoked or, in extreme cases, be subject to disciplinary action. Private business usage is not permitted.

The School reserves the right to restrict access to websites as required.

3.2.2 Inappropriate Sites

Under no circumstances are staff permitted to access sites which contain material which is illegal, discriminatory, racially vilifying or which, in the opinion of the School, could reasonably be viewed as pornographic, inappropriate or which, in the opinion of the School, could reasonably injure the reputation of the School. Any employee who accesses such sites will be subject to disciplinary action, which may result in termination of employment.

3.2.3 Inappropriate Downloads

Software downloaded from the internet represent a major exposure to the School from viruses and software licensing. Authorised personnel are to perform all software downloads, to ensure the software is virus free and ensure the School is licensed for the software.

Software is not to be downloaded using the School's internet access for personal use. Staff who download files may be held responsible for costs incurred by virus damage or unlicensed software and will be subject to disciplinary action which may result in termination of employment.

3.2.4 Inappropriate Content

The School does not warrant the title, accuracy, completeness or usefulness of information obtained from the internet. Staff must verify any information obtained from the internet by other means.



Where information obtained from the internet is used or republished by the School, the source should be acknowledged by recognised standards.

Material which is illegal, discriminatory, racially vilifying or which, in the opinion of the School, could reasonably be viewed as pornographic or which, in the opinion of the School, could reasonable injure the reputation of the School may not be stored on School PC's, laptops or servers. An employee who has stored such material will be subject to disciplinary action, which may result in termination of employment.

3.3 Proprietary Interests

All computers and the data stored on them are the School's property. Additionally, all messages composed, sent, or received via electronic systems are, and remain the property of the School. They are not the property of any employee. This includes remote access to School computer systems and networks whether from School provided laptop computers or personal desktop or laptop computers.

3.4 Students

Staff must not allow students to access electronic resources in a manner that is outside of the School guidelines for students.



