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National and local guidance in relation to the Covid 19 pandemic may over rule aspects of this policy.

Email Policy

REVIEW DATE:

September 2022

"The Academy believes that inclusive practice is central to developing quality teaching and learning. As such we endeavour to provide a supportive framework that responds to pupils' needs and overcomes potential barriers for individuals and groups of pupils and to ensure that pupils of all abilities and needs are fully included in the life of the school. The ethos of this statement underpins all Oldbury Academy's policies."

Oldbury Academy owns any communication sent via email or that is stored on company equipment. Management and other authorized staff have the right to access any material in your email or on your computer at any time. Please do not consider your electronic communication, storage or access to be private if it is created or stored at work.

1. Overview

The purpose of this policy is to describe the acceptable use of Oldbury Academy's email.

The Policy will be made available to users of the email. There will also be periodic review of the Policy and, if necessary, amendment from time to time. This will be necessary with regard to the expected development of the system, the operational use of the system and generally recognised best practice.

Email services are provided by Agilisys.

2. Statement of authority and scope

This policy is intended to detail the rules of conduct for all members of Oldbury Academy who use email and related services. This Email Policy applies to the use, for the purpose of sending or receiving email messages and attachments, of any IT facilities, including hardware, software and networks, provided by Oldbury Academy [via whatever provider engaged for that purpose by the Academy]. The Policy is applicable to all members of Oldbury Academy including staff, students and other authorised users.

Only authorised users of the Oldbury Academy computer systems are entitled to use email facilities. All members of Oldbury Academy, who agree and abide by Oldbury Academy's regulations, are entitled to use computing facilities and email systems at all times when the network is available.

Oldbury Academy complies with and adheres to all its current legal responsibilities including Data Protection, Electronic Communication, Regulation of Investigatory Powers, Human Rights, Computer Misuse, Copyright and Intellectual Property.

3. Statement of responsibilities

Individual users are responsible for their own actions. The use of email facilities by individuals at Oldbury Academy assumes and implies compliance with this policy, without exception, and those Acts, Policies and Regulations referenced. Every user of the email system has a duty to ensure they practice appropriate and proper use and must understand their responsibilities in this regard.

Senior Leadership at Oldbury Academy will be responsible for ensuring users are aware of this policy. Agilisys is responsible for providing and maintaining email systems. Oldbury Academy is responsible for email policy as a whole.

4. Acceptable use

4.1 General

Oldbury Academy's main purpose in providing IT facilities for email is to support the teaching, learning, research and education of students of the Academy. IT facilities provided by the Academy for email should not be abused. An absolute definition of abuse is difficult to achieve but certainly includes (but is not necessarily limited to):

- Creation or transmission of material which brings Oldbury Academy into disrepute.
- Creation or transmission of material that is illegal.
- The transmission of unsolicited commercial or advertising material, chain letters, press releases or other junk-mail of any kind
- The unauthorised transmission to a third party of confidential material concerning the activities of Oldbury Academy.
- The transmission of material such that this infringes the copyright of another person, including intellectual property rights.
- Activities that unreasonably waste staff effort or networked resources, or activities that unreasonably serves to deny service to other users.
- Activities that corrupt or destroy other users' data or disrupt the work of other users.
- Unreasonable or excessive personal use.
- Creation or transmission of any offensive, obscene or indecent images, data or other material.
- Creation or transmission of material which is designed or likely to cause annoyance, inconvenience or anxiety.
- Creation or transmission of material that is abusive or threatening to others, serves to harass or bully others, discriminates or encourages discrimination on racial or ethnic grounds, or on grounds of gender, sexual orientation, marital status, disability, political or religious beliefs.
- Creation or transmission of defamatory material or material that includes claims of a deceptive nature.
- Activities that violate the privacy of others or unfairly criticise, misrepresent others; this includes copying distribution to other individuals.

4.2 Personal use

Oldbury Academy permits the use of its IT facilities for email by students, staff and other authorised users for a reasonable level of personal use. An absolute definition of abuse is difficult to achieve but certainly includes (but is not necessarily limited to):

- A level of use that is not detrimental to the main purpose for which the facilities are provided.
Priority must be given to use of resources for the main purpose for which they are provided.
- Not being of a commercial or profit-making nature, or for any other form of personal financial gain.
- Not be connected with any use or application that conflicts with an employee's obligations to Oldbury Academy as their employer.
- Not be against Oldbury Academy's rules, regulations, policies and procedures and in particular this email policy.

4.3 Research and related

It is recognised that, in the course of their work or research, individuals of the Academy may have a requirement to transmit or receive material that would normally be defined as offensive, obscene, indecent or similar. In the case of properly supervised or lawful research purposes it is acceptable to do so. If in doubt advice should be sought.

5. Aliases and lists

All members of staff will be allocated email aliases based on their initials or first name and surname. Email alias duplications are possible so it is sometimes not possible to offer the exact email alias to users. Specific email aliases can be requested for individual or group use if there is legitimate requirement. Email aliases will not be changed for arbitrary or trivial reasons.

Email lists can also be created. Generally, individuals requesting a list will be responsible for the ownership and management of the list.

6. Logging

Traffic through the email gateway is logged. Logs include details of the flow of email including the email content. Transaction logs are backed up for up to a month. Logs are available to authorised systems personnel.

7. Remote access

Remote access to email is possible via the Oldbury Academy's web site.

8. Incident handling and data protection

Oldbury Academy will investigate complaints received from both internal and external sources, about any unacceptable use of email. The Data and IT Development Manager, in conjunction with other staff/departments/organisations as appropriate, will be responsible for the collation of information from a technical perspective. It should be noted that logs are only kept for limited periods of time so the prompt reporting of any incidents which require investigation is recommended.

Where there is evidence of an offence it will be investigated in accordance with Oldbury Academy's disciplinary procedures applicable to all members of Oldbury Academy. In such cases the necessary agency/staff will act immediately with the priority of preventing any possible continuation of the incident. That is, accounts may be closed or email may be blocked to prevent further damage or similar occurring.

9. Freedom of Information Act 2000 and Data Protection Act 2018

All staff/pupils are advised that under the Freedom of Information and Data Protection legislation that, all emails, received or deleted, remain the property of the school and can be accessed with or without the permission of the holder of the mailbox. Requests that fall under Freedom of Information or Data Protection can be made by anyone and, under the legislation, as we are a public body we must comply. Individuals should therefore be cautious as to the content of e-communications.