



## **GREENHEAD COLLEGE**

### **Staff ICT Policy**

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

#### **1. General Points**

- 1.1 Use of e-mail and the Internet is primarily for work-related purposes.
- 1.2 The College has the right to monitor any and all aspects of its telephone and computer system that are made available to you and to monitor, intercept and/or record any communications made by employees, including telephones, e-mail or Internet communications.

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 Computers and e-mail 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 in any e-mail sent or received, whether it is of a business or personal nature.
- 1.4 It is inappropriate use of e-mail 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 e-mail. 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 e-mail in any disciplinary process.

## 2. **Use of e-mail**

- 2.1 E-mails should be drafted with care. Due to the informal nature of e-mail, it is easy to forget that it is a permanent form of written communication and that material can be recovered even when it is deleted from your computer.
- 2.2 Employees should not make derogatory remarks in e-mails about employees, students, competitors or any other person. Any written derogatory remark may constitute libel.
- 2.3 Try not to create e-mail congestion by sending trivial messages or unnecessarily copying e-mails. Employees should regularly delete unnecessary e-mails to prevent over-burdening the system.
- 2.4 Make hard copies of e-mails which you need to retain for record keeping purposes.
- 2.5 You may want to obtain e-mail 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 e-mail is permitted but should not interfere with your work. The contents of personal e-mails must comply with the restrictions set out in these guidelines. Excessive private use of the e-mail 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 e-mails on the College's system, you are consenting to the processing of any personal data contained in that e-mail and are explicitly consenting to the processing of any sensitive personal data contained in that e-mail. If you do not wish the College to process such data you should communicate it by other means.

The Principal and other Senior Post holders have the authority to authorise access to personal email correspondence and internet sites following a grievance, complaint or in the event of any potential disciplinary action. In the case of Senior Post holders, the Chair of Governors would authorise.

- 2.8 Ensure that any work-related e-mails sent outside the College are accompanied by the College's standard notice which currently includes the following statement:-

***“This message is sent in confidence for the addressee only. It may contain confidential or sensitive information. The contents are not to be disclosed to anyone other than the addressee. Unauthorised recipients are requested to preserve this confidentiality and to advise us of any errors in transmission. Thank you.”***

### **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 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 e-mail 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 screen-savers.
- 4.3 The downloading of bit-mapped images and multimedia files is limited to the disk space limitation above.
- 4.4 College employees should show reasonable vigilance concerning viral threats when importing any files by any means into College systems and should seek help from IT support if in doubt.
- 4.6 College employees must not use computer systems to purport to speak on behalf of the College unless authorised to do so by the Principal or Governors.

**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 on-line or given to others. User password rights given to employees should not give rise to an expectation of absolute 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.

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**6 IT Department**

The IT Department is there to assist you. If you require any information or help about the use or set up of your computer you should contact any of the Department's members of staff.

**7 Equal Opportunities**

This policy has been framed in compliance with the college's Equality and Diversity Policy. More detailed information can be found in the College's Disability Statement and the Equal Opportunities Policy, which can be viewed on the College website ([www.greenhead.ac.uk](http://www.greenhead.ac.uk).) Copies are also available from the College on request.

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

Signed: ..... Name: .....

Department: ..... Date: .....