



Southlands

BRITISH
INTERNATIONAL
SCHOOL

Student email and ICT policy

September: 2021



STUDENT EMAIL AND ICT POLICY

This Policy is applicable to Southlands' students and their parents.

ICT facilities for email provided by Southlands should not be used:

- for personal use, as specified below.
- for transmission of unsolicited commercial or advertising material, chain letters, press releases, or other junk email of any kind, to other users, user organisations, or organisations connected to other networks, other than where that material is embedded within, or is otherwise part of, a service to which the member of the user organization has chosen to subscribe.
- For the transmission to a third party of confidential material concerning the activities of Southlands International School.
- For the transmission of material such that this infringes the copyright of another person or organisation, including intellectual property rights.
- For activities that disrupt the work of other users.
- For the creation or transmission (other than for properly supervised or lawful research purposes) of any offensive, obscene, defamatory or indecent images or material.
- For the creation or transmission of material that is abusive or threatening to others, or serves to harass or bully others.
- For the creation or transmission of material that either discriminates or encourages discrimination on racial or ethnic grounds, or on grounds of gender, sexual orientation, marital status, disability, political or religious beliefs, and nationality. Southlands is committed to fostering a learning and working environment free of discrimination where everyone is treated with dignity and respect.
- For activities that violate the privacy of other people.
- For publishing to others the text of messages written on a one-to-one basis, without the prior express and consent and prior express instruction of the author.
- For the creation or transmission of material which brings Southlands srl and its activities into disrepute.

Southlands will exercise its discretion in judging reasonable bounds within the above standards for acceptability of material transmitted by email.

Southlands regards the declaration of standards, as described above, to be particularly important and vital to Southlands activities. They reflect the values and beliefs of Southlands srl.

Preventing the spread of malicious software : viruses, trojans, worms, etc.

Users of Southlands ICT facilities must take all reasonable steps to prevent the receipt and the transmission by email of malicious software, e.g. computer viruses, trojans, worms, etc. In particular, users:

- must not transmit by email any file attachments which they know to be infected with a virus

- must ensure that an effective anti-virus system is operating on any computer which they use to access Southlands ICT email system.
- Must not open file attachments received from unsolicited or untrusted sources.

Personal use:

The ICT facilities for email provided by Southlands International School is exclusively for school-related business such as curriculum enhancement, research, and other instructional purposes. Email activities must be consistent with this purpose; hence, personal use of Southlands' email is not allowed.

Privacy and legal issues:

Students are obliged to use email in a responsible, effective and lawful manner. Although by its nature email seems to be less formal than other written communication the same laws apply. It is important that users are aware of the legal risks of email.

Furthermore, emails can easily enter the public domain. It is for this reason that electronic mail messages should not contain any confidential information or any material that infringes the intellectual property rights of a third party.

Maintenance:

Be aware that your account quota is limited to 100MB of space. Please follow the following guidelines to make sure you never run out of space.

- Delete any email messages that you do not need to keep a copy of, automatically empty your “deleted items” on closing.
- All emails should be deleted once they are no longer needed.

Any request for technical assistance related to email, such as lost email password, has to be made via the Form Tutor to the ICT “helpdesk” for the Technology Officer.

Availability:

This service, hence access to Southlands' email, will be provided until the end of the academic year, or when a student withdraws from the school. However Southlands srl reserves the right to suspend or terminate the service in case of any violation of this policy.

Notes:

This email policy is subject to modifications in response to changes in technology services and needs.