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Colegio Hispano Británico

Líder mundial en enseñanzas británicas

Acceptable email and electronic device-use Policy

Policy Creation and Review	
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Acceptable email and electronic device use policy.

Use of email and electronic devices by employees of the School is permitted and encouraged where such use supports the goals and objectives of the business.

However, the school has a policy for the use of email and electronic devices whereby the employee must ensure that their:

- user complies with current legislation
- used in an acceptable way
- does not create unnecessary business risk to any of its companies by their misuse of the internet

Unacceptable behaviour

The following behaviour by an employee is considered unacceptable:

- use of company systems to set up personal businesses or send chain letters
- forwarding of company confidential messages to external locations
- distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal
- distributing, disseminating 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
- breaking into the company's or another organisation's system or unauthorised use of a password/mailbox
- broadcasting unsolicited personal views on social, political, religious or other non-business related matters
- transmitting unsolicited commercial or advertising material
- undertaking deliberate activities that waste staff effort or networked resources
- introducing any form of computer virus or malware into the corporate network

Monitoring

The school accepts that the use of email and electronic devices is a valuable business tool. However, misuse of this facility can have a negative impact upon employee productivity and the reputation of the business.

In addition, all of the company's email and electronic devices are provided for business 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 company also reserves the right to use monitoring software in order to check upon the use and content of emails and social media. Such monitoring is for legitimate purposes only and will be undertaken in accordance with a procedure agreed with employees.

Sanctions

Where it is believed that an employee has failed to comply with this policy, they will face the company's disciplinary procedure. If the employee is found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal. The actual penalty applied will depend on factors such as the seriousness of the breach and the employee's disciplinary record.

Agreement

All company employees, even contractors or temporary staff who have been granted the right to use the company's email services and electronic devices are required to abide by this policy.

Please refer to the online safety policy for further details of online acceptable use for staff.