



WAIKATO DIOCESAN  
School for Girls

## Digital Communications Policy

### NAG 3 – Personnel Policy 3.12

#### 1. Policy Objective

- 1.1 The objective of the Policy is to ensure that the electronic services of the Waikato Diocesan School for Girls (the School) are used appropriately, and that the School's network and computer systems are protected.

#### 2. Policy Guidelines

- 2.1 This Policy is to regulate the electronic services available to School staff.
- 2.2 The School encourages the use of its electronic services to share information and improve communication. However, it also prohibits unauthorised and improper use of these electronic services. Users should be aware that the use of electronic services for communication purposes is not a guaranteed, secure or private form of communication.
- 2.3 Users are expected to use these electronic services responsibly. Users shall comply with the requirements of this Policy and with other relevant policies and procedures of the School, including the Online Safety Policy.
- 2.4 Any electronic services are the property of the School. Any information originating from these accounts is therefore the property of the School.
- 2.5 This Policy is to be regarded as part of the terms of employment by the School.

##### 2.6 Definitions

###### 2.6.1 **Electronic services**

This includes all email services provided by the School together with any other electronic transactions/software that the School may install and use from time to time.

###### 2.6.2 **Users**

All staff of the School.

#### 3. Personal Use of Electronic Services

- 3.1 Reasonable usage of the School's electronic services for incidental purpose in users' own time is acceptable. However, the School reserves the right to charge users for the costs of using these electronic services for personal use, if required.

- 3.2 Users are expected to show discretion in providing third parties with their email address, and are reminded that their individual work email address is the property of the School and should be treated as such.
- 3.3 The Director of ICT Services undertakes regular reviews of the email systems and, where appropriate, (for example, excessive use for personal purposes) the School reserves the right to block access to non-work related recipients without notice or consultation.

#### **4. Privacy**

- 4.1 There is no guarantee of privacy with electronic services. Users should be aware that:
  - 4.1.1 The School has the right to access all aspects of users' electronic services at any time, for any reason, without notice to the user.
  - 4.1.2 All external email is subject to filtering and scrutiny by appropriate School software or paid-for services.

##### **To protect personal information that the School holds about individuals:**

- 4.1.3 Computers and other devices will be wiped of data in appropriate circumstances by the School's IT professional. Such appropriate circumstances might be prior to disposal of the device, or prior to the device being accessed by a new user who is not authorised to access relevant personal information.
- 4.1.4 Email accounts and web services – When people with access to a relevant account leave the School or no longer deliver services associated with an email account, their access to that account shall be removed.
  - a. An email account will be deleted when it is no longer used or needed and only after any relevant information from that account has been transferred to an appropriate account, if that is deemed necessary for the continuation of the School's business activities.
  - b. Administrator rights will be removed when a relevant user leaves the School or when it is considered necessary to neutralise an IT security threat.

#### **5. Prohibited Email Use**

- 5.1 The following are prohibited by the School in respect of electronic services, subject to the Privacy section above:
  - 5.1.1 Inappropriate use of the School's "All Staff" email address for non-School business or for purposes that are not specifically related to the School's day to day operations. Where there is doubt it is preferable to obtain consent from the Leadership Team beforehand.
  - 5.1.2 Sending, reading, copying, modifying or deleting email messages of other Waikato Diocesan School for Girls users without the other user's express or implied consent or for a legitimate business purpose of the School.
  - 5.1.3 Sending, harassing, obscene, defamatory, inappropriate or other objectionable messages via electronic services, including unsolicited junk mail, "for profit" messages, or chain letters. The School wishes to ensure that the workplace is free from sexual harassment, offensive material, improper communications and unlawful behaviour. If the School becomes aware

of any of its electronic services being used for such activities, it will take appropriate steps to deal with the same.

5.1.4 Interference with employment duties, or other obligations to the School.

5.1.5 Burdening the School with system congestion and/or additional costs including, but not limited to:

5.1.5.1 Sending an external email with more than 30 recipients.

5.1.5.2 Illegal or fraudulent use, or as part of an unlawful activity, including accessing or distributing illegal material or incitement to break the law.

## 6. Breach

6.1 Breach of this Policy may result in disciplinary action being taken, up to and including dismissal if appropriate.

Adopted by BOT: \_\_\_\_\_ Signed (BOT Chairperson)

\_\_\_\_\_ Date  
13/4/22

Adopted by PB: \_\_\_\_\_ Signed (PB Chairperson)

\_\_\_\_\_ Date  
30.3.22

Reviewed: Drafted Feb 2022

Next review: 2025