

# Policy on Use of the Internet and Electronic Mail



**The Village Federation  
of Carsington & Hopton and  
Kirk Ireton Primary Schools**



## **Internet & E-Mail – Personal Use**

1. These guidance notes apply to all technology and communications equipment provided by Derbyshire County Council/Schools which can access Internet or send/receive e-mail (eg PCs, laptops, PDAs, tablets, mobile 'phones with Internet access etc).
2. Any personal or potentially personal information sent via e-mail and the Internet is covered by the Data Protection Act 1998. The Act requires all employees to take special care when handling personal information.
3. E-mails may be covered by the Freedom of Information Act and are disclosable as part of legal proceedings. Employees should exercise the same caution when writing e-mails as they would in more formal correspondence.
4. Use of e-mail and the Internet, which brings the County Council/school into disrepute, may result in disciplinary action.
5. Limited use of the Internet and e-mail is permitted subject to these principles:
  - E-mail: Employees are allowed limited use of e-mail for personal communication
  - Internet: Personal use of the Internet is permitted outside normal working hours
  - Any personal use must not, in any way, distract employees from the effective performance of their duties

### **E-Mail**

#### Personal Use

Where possible, personal use of e-mail should be in employees' own time. Limited use of e-mail during the working day is allowed, but should be restricted to a total of no more than a few minutes a day to respond to urgent, incoming personal e-mail and should not be used when teaching or supervising pupils.

Excessive use is not allowed and may result in disciplinary action.

#### Improper Use of E-Mail

Employees must not use e-mail in any way that is insulting or offensive.

Employees must not deliberately view, copy or circulate any material that:

- is sexually explicit or obscene
- is racist, sexist, homophobic, harassing or in any other way discriminatory or offensive
- contains material the possession of which would constitute a criminal offence
- promotes any form of criminal activity
- contains unwelcome propositions
- contains images, cartoons or jokes that will cause offence
- appears to be a chain letter

## **Internet Use**

### Personal Use

- Use of the Internet is limited to employees' own time.
- Use of the Internet via County Council or school equipment should exclude use for trading or personal business purposes.
- Use of the Internet to buy goods or services will not render the County Council or school liable for default of payment or for the security of any personal information disclosed.
- Goods should not be delivered to work addresses.

### Site Contents

Many Internet sites contain unacceptable contents. Employees must not deliberately view, copy or circulate any material that:

- is sexually explicit or obscene
- is racist, sexist, homophobic, harassing or in any other way discriminatory or offensive
- contains material, the possession of which would constitute a criminal offence
- promotes any form of criminal activity
- contains images, cartoons or jokes that will cause offence

### Accidental Access to Inappropriate Material

Employees may receive an e-mail or visit an Internet site that contains unacceptable material. If this occurs, a line manager or headteacher should be informed.

You may be asked to provide details relating to the incident and an explanation of how it occurred. This information may be required later for management or audit purposes.

### Copyright

Employees may be in violation of copyright law if text is simply cut and pasted into another document. Most sites contain a copyright notice detailing how material may be used. If in any doubt about downloading and using material for official purposes, legal advice should be obtained.