

South Gloucestershire and Stroud Academy Trust (SGSAT)

IT Acceptable Use Policy – Email

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Please contact the SGS-GS Human Resources Department

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Job Title/Role:	Head of IT
Ref. No.: QPG 146	Date of this version: 15 December 2017 Review date: 31 August 2018 (Subject to any legislative changes) Upload to SGSAT website? No Upload to e-Campus? No
Approved by:	SGSAT Board
Date of Approval:	21 March 2018

Mandatory Initial Equality and Diversity Impact Screening



Main aim and purpose of the policy:	The objective of this document is to clearly outline the Trust's position on the following: Personal Use of Email, Use of Attachments, Email Security, Monitoring and Access to Email and SPAM.				
Is this policy (or its constituent parts) relevant to a general equality duty? (please tick)	This policy development will assist in the elimination of unlawful discrimination and/or harassment of identified groups?	Implementation of this policy will promote equal opportunities for identified groups?	Implementation of this policy will promote positive attitudes and participation between groups?	Implementation of this policy will promote good relations between groups?	
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Race or Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Marriage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Carers/ Care givers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Persons in care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Specify any groups for which there is evidence or reason to believe that some groups or individuals could be affected differently:					
How much evidence is there:	None	A little	Some	A lot	
Is there any concern that the policy may operate in a discriminatory way?	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	None	A little	Some	A lot	
	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assessed relevance to equality (tick one row only)	High	Med	Low	None	Brief reason for this assessment
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Race or Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Marriage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Carers/ Care givers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
What is the next step? (tick one only)	What priority level is this policy?			Has the Policy been sent for Full EQIA, or do you believe the policy should have a Full EQIA?	
	High ✓	Medium <input type="checkbox"/>	Low <input type="checkbox"/>	Yes <input type="checkbox"/>	No ✓
I am satisfied that an initial screening has been carried out on this policy/procedure and a full Impact Assessment is not required					
Completed by: Tim Hanks		Position: SGS Head of IT		Date: 15/12/2017	

IT Acceptable Use Policy - Email

1. Introduction

- 1.1. This policy outlines the acceptable use of email within SGS Academy Trust ('the Trust') either through Office 365 or directly from various managed systems.

2. Statement

- 2.1. Email must be used responsibly as any email sent by a user originating from an address within the Trust such as @foresthhigh.org.uk may be seen as representing the Trust.

3. Objectives

- 3.1. The objective of this document is to clearly outline the Trust's position on the following:
 - 3.1.1. Personal Use of Email
 - 3.1.2. Use of Attachments
 - 3.1.3. Email Security
 - 3.1.4. Monitoring and Access to Email
 - 3.1.5. SPAM
 - 3.1.6. Access using mobile clients and apps

4. Implementation

4.1. Personal Use of Email

- 4.1.1. Personal use of email is permitted providing the following points are adhered to and at no point are any other policies contravened.
- 4.1.2. Personal views must be stated as such.
- 4.1.3. Personal emails should be stored in a folder clearly labelled as personal.
- 4.1.4. The purpose of any personal email must not for personal financial gain or that of another organisation.

4.2. Use of Attachments

- 4.2.1. Attachments are limited to 15Mb.
- 4.2.2. Certain attachment types are blocked by the email system such as executable and javascript files. A full list is available from SGS IT Services.

4.3. Email Security

- 4.3.1. Email **is not** a secure form of communication and may be seen by others.
- 4.3.2. Confidentiality of email **cannot** be assured and as such users should carefully consider the content of any email prior to sending.
- 4.3.3. Users must not access or intercept other users email without proper grounds, authorisation and only in accordance with the law.

4.4. Monitoring and Access to Email

- 4.4.1. The Trust may at any time permit the inspection, monitoring, or disclosure of Email content;
 - 4.4.1.1. When required by and consistent in law.
 - 4.4.1.2. The Trust does not automatically comply with all requests for disclosure, but evaluates all such requests against the precise provisions of the Freedom of Information Act, Data Protection Act, The Regulation of Investigatory Powers Act, and other laws concerning disclosure and privacy, or other applicable law.
- 4.4.2. The Trust reserves the right to monitor email in order:
 - 4.4.2.1. to carry out system management, problem resolution, maintenance and capacity planning, to correct addressing problems or for similar reasons related to performance or availability of the system;
 - 4.4.2.2. to address security issues, including virus management and authorised surveillance, including tracking unauthorised access to a system;
 - 4.4.2.3. The Trust may access, with written or electronic authorisation from a member of the Trust's Senior Leadership Team, the content of Email; and

4.4.2.4. to meet time-dependent, critical business or operational needs or to carry out records management responsibilities, e.g.: to conduct business during a crisis if an employee is absent when information is required, or a prolonged absence of an employee when information in the User's Email is required. The User will generally be informed at the earliest opportunity if this form of access is necessary.

4.5. **SPAM**

4.5.1. SPAM is defined as unsolicited bulk email communications including internal communications not authorised by the Trust's Senior Leadership Team.

4.5.2. Users are strictly prohibited from the sending of SPAM internally and externally.

4.6. **Access using mobile clients and apps**

4.6.1. All mobile devices accessing email using any application or "app" other than a web browser MUST configure and install the "Company Portal" application from the relevant app store.

5. **Responsibilities**

5.1. All users of the Trust's email accounts.

6. **Related Policies and Legislation**

6.1. IT Security Policy

6.2. IT Acceptable Use Policy – Users

6.3. IT Acceptable Use Policy – Mobile Devices

6.4. Freedom of Information Act

6.5. Data Protection Act

6.6. The Regulation of Investigatory Powers Act

6.7. Other laws concerning disclosure and privacy, or other applicable law