



SCHOOL EMAIL POLICY

Purpose:

This policy outlines the appropriate use of school-provided email accounts by students, faculty, and staff to enhance communication within the school community and prevent any misuse or abuse of email services.

Scope:

This policy applies to all students, faculty, and staff, including administrative staff, teachers, and support staff of the school.

Policy:

1. Access to school email accounts is a privilege and may only be used for school-related purposes. The school-provided email account must not be used for personal or commercial purposes.
2. School email must not be used for sending threatening, harassing, or offensive messages that may be perceived as discriminatory, hateful, or defamatory to any individual or group. This includes messages that may violate the school's policies.
3. Emails sent from school email accounts must be professional, articulate and cordial to reflect positively on the sender and the school's image.
4. Users must not share or publish any password or personal information of their email account, including passwords that could compromise the security of the account.
5. Users must strictly adhere to the school's policies and acceptable use agreement when using school-provided email accounts.
6. Users must not use school-provided email accounts to conduct illegal or unauthorized activities such as hacking, spamming, or phishing.
7. The school reserves the right to monitor, access, retrieve, and disclose all email messages transmitted or stored on its network or servers.



8. The school holds the right to terminate or suspend any user's email account at any time if they breach any of the terms of this policy.
9. Users must ensure that their email account stays within the allotted memory limit. The TMC will notify a user if they are getting close to their limit, and the user must clear emails from their account.
10. Deactivation and Deletion of Access
 - Grade 12 Graduates: 12 months after graduation
 - Non-continuing students: Beginning of the school year, upon the advice of RO after enrollment period
 - Non-continuing personnel: 1 day after the identified day of separation, upon the advice of HRDO
11. Updated Disclaimer and Confidentiality Notice [revised and released October 23, 2023]

DISCLAIMER AND CONFIDENTIALITY NOTICE, RA 10173 COMPLIANT

La Salle Green Hills does not guarantee the accuracy of information transmitted in this email and is not liable for any resulting errors or omissions. The contents of this email are confidential and may be privileged to the addressee(s). Any views expressed in this message are those of the individual sender and may not necessarily reflect the views of La Salle Green Hills. The School's email service likewise prohibits the creation or distribution of illegal, unlawful, offensive or disruptive messages. Any emails with such content should be reported to the TMC Office immediately. The school reserves the right to view, monitor and suspend user access without prior notice.

Consequences of Breach:

The consequences of breaching any of the above policies may vary and may include disciplinary action, revocation of email account access, financial liability, and removal from the school.

Revision History:

The policy will be periodically reviewed and updated as necessary, and the current version will be made available on the school's website.