

## Email Policy

The purpose of this policy is to ensure the proper use of St. Dunstan Catholic School's email system and make users aware of what St. Dunstan Catholic School deems as acceptable and unacceptable use of its email system. The St. Dunstan Catholic School reserves the right to amend this policy at its discretion. Furthermore, all messages distributed via the school's e-mail system are the St. Dunstan Catholic School's property. In case of amendments, users will be informed in a timely manner. This policy is a condensed version of the Archdiocese of San Francisco email policy which may be found on their [website](#).

### LEGAL REQUIREMENTS

The following rules are required by law and are to be strictly adhered to. It is **prohibited** to:

- Send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an email of this nature, you must promptly notify the school.
- Forward a message without acquiring permission from the sender first.
- Send unsolicited email messages.
- Forge or attempt to forge email messages.
- Disguise or attempt to disguise your identity when sending email.
- Send email messages using another person's email account.
- Copy a message or attachment belonging to another user without permission of the originator.
- If you send and/or forward an attachment that contains a virus you and St. Dunstan Catholic School may be held liable.

### LEGAL RISKS

Email is a school communication tool and users are obliged to use this tool in a responsible, effective and lawful manner. Although by its nature email seems to be less formal than other written communication, the same laws apply. By adhering to the guidelines in this policy, the email user can minimize the legal risks involved in the use of email. If any user disregards these rules set out in this Email Policy the following consequences may occur:

- The user will be fully liable
- The user will lose the privileges of the e-mail system

### BEST PRACTICES

St. Dunstan Catholic School considers email an important means of communication. We recognize the importance of proper email content, speedy replies in conveying a professional image, and delivering good customer service. Users should take the same care in drafting emails as they would any other communication. Therefore, St. Dunstan Catholic School users will adhere to the following guidelines:

- **Writing emails:**
  - Write well-structured emails and use short, descriptive subjects.
  - St. Dunstan Catholic School's email style is informal. This means that sentences can be short and to the point. You can start your e-mail with 'Hi', or 'Dear', and the name of the person. Messages can be ended with 'Best Regards.' The use of Internet abbreviations and characters such as smileys however, is not encouraged.
  - Users must spell check all mails prior to transmission.
  - Do not send unnecessary attachments. Compress attachments larger than 200K before sending them.
  - Do not write emails in all capitals.
  - Do not use cc: or bcc: fields unless the cc: or bcc: recipient is aware that you will be copying a mail to him/her and knows what action, if any, to take.

- If you forward emails, state clearly what action you expect the recipient to take.
  - Do not use email for confidential matters. Confidential matters should be properly communicated directly to the person.
  - Avoid sending urgent messages through email. If the message is urgent, please contact via telephone at the School Office.
- **Replying to emails:**
    - Start replies at the top of the email.
    - Every effort will be made to answer within at least two working days.
    - If the message intended is in need of an immediate response or is confidential, please contact via telephone at the School Office.

### **PERSONAL USE**

It is strictly forbidden to use St. Dunstan Catholic School email system for anything other than legitimate school purposes. Therefore, the sending of personal emails, chain letters, junk mail, and jokes are prohibited. Furthermore, all messages distributed via the school's email system are the St. Dunstan Catholic School's property.

### **EMAIL ACCOUNTS**

All email accounts maintained on our email systems are property of St. Dunstan Catholic School.

### **SYSTEM MONITORING**

Users expressly waive any right of privacy in anything they create, store, send or receive on the school's computer system. St. Dunstan Catholic School can monitor emails without prior notification. If there is evidence that you are not adhering to the guidelines set out in this policy, St. Dunstan Catholic School reserves the right to take disciplinary and/or legal action.

### **QUESTIONS**

If you have any questions or comments about this Email Policy, please contact via email to the [webmaster@st-dunstan.org](mailto:webmaster@st-dunstan.org) or call St. Dunstan Catholic School at (650) 697-8119 or fax at (650) 697-9295. If you do not have any questions, St. Dunstan Catholic School presumes that you understand and are aware of the rules and guidelines in this Email Policy and will adhere to them.

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Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing this document, I understand that any emails and any files transmitted with it are confidential and intended solely for the use of the individual or party/parties to whom they are addressed. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the school. Finally, the recipient should check his/her email and any attachments for the presence of viruses. St. Dunstan Catholic School accepts no liability for any damage caused by any virus transmitted by any email. Sending any email to St. Dunstan Catholic School automatically declares responsibility and understanding of the Email Policy.