Student Email Usage Policy:

The email systems and accounts are owned and operated by Holy Rosary College. Holy Rosary College reserves all rights, including termination of service without notice, to the computing resources that it owns and operates.

Terminology:

"Student" refers to all full-time and part-time students, visitors, or any other persons with @hrc.ie account.

"User" refers to any person who is authorized to use and access a hrc.ie email account and who has been given a certain level of access rights (user ID, password and authorization levels) in order to do so.

"Access" includes access from within Holy Rosary College and also remote access from outside the school network perimeter.

Email Acceptable Usage Policy:

- Students shall only use approved school email accounts, namely @hrc.ie accounts, when communicating with teachers or with others regarding school or educational business.
- Students will not send or receive any material that is intended to annoy or intimidate other persons.
- Users will not create, host or transmits (other than for properly supervised and lawful research purposes) any unlawful, libelous, abusive, vulgar, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material.
- Non-school related business should be conducted using a non-school email account.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails
- The user is responsible for all work carried out through and transmitted to and from the account issued and for maintenance of files and folders created within said account.
- All users must become familiar with logging off the system and must do so at the end of every session.

Virtual Learning Environment:
Holy Rosary College student email access gives students access to our Microsoft 365 Learning Platform. Students are expected to use the Microsoft 365 Learning Platform and all associated apps for educational purposes only.

The same standard of behaviour and respect that is required in the physical learning environment is required online.

Students who misbehave will be dealt with through the Code of Behaviour.

System Security

The User is responsible for his/her individual account and should take all reasonable precautions to prevent others from being able to access the account. Under no conditions should the User provide his/her password to another person.

Policy Review:

This policy will be reviewed as necessary and particularly to comply with any relevant legislative changes.

Policy adopted by the board of management 12/10/2020.

Signed: _____

Chairperson, board of management/manager

Date: _____