

## IT Policy

### SA Cath Ed

Individuals and or the school may be liable for what is written or said in an email message. Email is neither private nor secret. It may be easily copied, forwarded, saved, intercepted, archived and may be subject to discovery in litigation. The audience of an inappropriate comment in an email may be unexpected and extremely widespread.

The internet, email or messaging should never be used for the following purposes:

- To abuse, vilify, defame, harass, degrade or discriminate
- To send, assent to receive or store obscene, offensive, or pornographic material
- To discuss or comment on the physical appearance of other persons
- To harass any person whether through language, frequency or size of messages
- To injure the reputation of the school and or the church in a manner that may cause embarrassment to the employer or the church
- To offend the ethos and values of catholic teachings
- To spam, spoof, or mass mail or to send chain mail
- To infringe the copyright or other intellectual property rights of another person
- To perform any other unlawful or inappropriate act