



Beaconhouse Al Khaleej
International School Sharjah

Email Policy

Overview

Electronic email is pervasively used in almost all industry verticals and is often the primary communication and awareness method within an organization. At the same time, misuse of email can post many legal, privacy and security risks, thus it's important for users to understand the appropriate use of electronic communications.

Purpose

The purpose of this email policy is to ensure the proper use of BAKIS School email system and make users aware of what BAKIS School deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within BAKIS School Network.

Scope

This policy covers appropriate use of any email sent from a BAKIS School email address and applies to all staff and students operating on behalf of BAKIS School.

Policy

- All use of email must be consistent with BAKIS School policies and procedures of ethical conduct, safety, compliance with applicable laws and proper academic/administrative practices.
- BAKIS School email account should be used primarily for BAKIS School academic/administrative -related purposes; personal communication is permitted on a limited basis, but non-BAKIS School related commercial uses are prohibited.
- All BAKIS School data contained within an email message or an attachment must be secured.
- Email should be retained only if it qualifies as a BAKIS School academic/administrative record. Email is a BAKIS School academic/administrative record if there exists a legitimate and ongoing academic/administrative reason to preserve the information contained in the email.
- Email that is identified as a BAKIS School academic/administrative record shall be retained according to BAKIS School Record Retention Schedule.
- The BAKIS School email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any BAKIS School employee should report the matter to their Head of section immediately.
- Users are prohibited from automatically forwarding BAKIS School email to a third-party email system. Individual messages which are forwarded by the user must not contain BAKIS School confidential or above information.
- Using a reasonable amount of BAKIS School resources for personal emails is acceptable, but non-work-related email shall be saved in a separate folder from work related email.
- Sending chain letters or joke emails from a BAKIS School email account is prohibited.
- BAKIS School employees shall have no expectation of privacy in anything they store, send or receive on the company's email system.

- BAKIS School may monitor messages without prior notice. BAKIS School is not obliged to monitor email messages.

Policy Compliance

Compliance Measurement

The BAKIS IT team will verify compliance to this policy through various methods, including but not limited to, periodic walk-thru, video monitoring, academic/administrative tool reports, internal and external audits, and feedback to the policy owner.