



**The Maria Montessori Training Organisation  
trading as  
The Maria Montessori Institute**

## **Agreement for use of email/internet/mobile phones**

Employees are encouraged to use email and the Internet at work as a fast and reliable method of communication. However, employees need to be careful not to expose both themselves and the Institute to certain risks and offences that the misuse of these facilities can cause.

### **Use of external and internal email**

1. Employees must word all emails appropriately in the same professional manner as if they were composing a letter.
2. The content of any email message sent must be neither defamatory, abusive, nor illegal, and must accord with the Institute's Equal Opportunities Policy. Sending and receiving of obscene or pornographic or other offensive material is not only considered to be gross misconduct but may also constitute a criminal offence.
3. Employees must be careful of what is said in email messages as the content could give rise to both personal liability or create liability for the Institute. Employees must also avoid entering into commitments themselves or on behalf of the Institute over the Internet without having received prior and express authorisation to do so or unless this forms part of their normal day-to-day activities and has been so authorised by the Institute.
4. The Institute reserves the right to monitor the content of emails sent and received and may undertake monitoring of both the content and extent of use of emails. Employees wishing to send confidential non-work related emails should do so on their own equipment in their own time at their own home and should tell personal email contacts never to send any personal emails to them at work.
5. Employees must ensure that they have the correct email address for the intended recipients. If employees inadvertently misdirect an email they should contact the Senior Administrative Officer immediately on becoming aware of their mistake. Failure to do so may lead to disciplinary action being taken against them.
6. Employees must not send any information that the Institute considers to be confidential or sensitive over the email. The Company, in particular considers the following information inappropriate for transmission over email:

Passwords  
User names

7. The email facility is provided for business purposes only. Employees must limit personal usage to a minimum and must abide by the above guidelines concerning the content of emails. Excessive personal usage or abuse of the guidelines concerning the



content of emails may lead to the withdrawal of email and Internet access and/or disciplinary action which could result in dismissal.

8. Employees should at all times remember that email messages may have to be disclosed as evidence at any court proceedings or investigations by regulatory bodies and therefore may be prejudicial to both their or the Institute's interests. Employees should consider that hard copies of emails may be taken and the backup facilities may retain records of emails even when these have been deleted from the system.
9. Disciplinary action under the disciplinary procedure shall be taken against any employee who is found to be in breach of these guidelines and depending upon the circumstances and seriousness of the breach, this may result in summary dismissal.

### **Using the Internet**

1. Employees must not use the Internet to gain unauthorised access or attempt to gain unauthorised access to computer material or private databases.
2. Employees must not use the Internet for personal purposes whether during work hours. Internet access is available purely for business use and it should be used for work-related purposes only.
3. Internet access may be monitored by the Institute and the Institute will conduct an audit of Internet usage from time to time. Should any breach of these Internet guidelines be discovered then employees may, in addition to having Internet access being withdrawn, be the subject of disciplinary action which, in the case of serious breach, may result in dismissal.
4. Employees may not subscribe to any news or groups or commit themselves to receiving information from any group or body without first informing the Senior Administrative Officer. Employees are requested not to view sites which require the downloading of software from the Internet even where this would be free of charge without the prior approval of the Senior Administrative Officer. Employees are reminded of the risk of computer viruses.
5. Employees must not attempt to download retrieve illegal, pornographic, libellous, sexist, racist, offensive or unlawful material. Attempts to access such material will constitute a disciplinary offence and, in addition to access to the Internet being withdrawn, the member of employees may be subject to disciplinary action which may result in dismissal.
6. Information on the Internet may not have been placed there with the owner's permission. Therefore, employees must obtain the permission of the copyright owner before transmitting, copying or downloading such information. Where the copyright owner's consent has clearly been given, employees must comply with any terms and conditions stipulated concerning the downloading of such information.
7. Information may contain viruses and therefore should not be downloaded from the Internet without first obtaining the approval of the SAO and/or instructions from the Executive Director concerning the downloading of such information which must be followed. Employees should only download such information which is required for a



business purpose. The downloading of information of whatever nature for personal purposes is not permitted.

8. Employees may not access their personal social networking sites during working hours nor post items on them that make reference to any information relating to information gained in the course of their duties or to specific activities undertaken in the course of their work.

### **Use of Mobile Telephones**

**In general, employees should refrain from using their mobile telephones during work times, unless required to do so in the direct course of their duties/studies.**

1. Mobile telephones must be turned to 'silent' mode during working hours.
2. Personal calls/texts may only be received during work breaks except in emergencies or for exceptional circumstances. In which case employees are expected to clear this with their colleagues.
3. Employees/Students using their mobile telephones whether for personal use during a break period or in the course of their duties, must do so taking into consideration the location where they are making/receiving the call, whether or not it will distract colleagues and whether or not the nature of the telephone conversation is **appropriate in front of colleagues/students/children**. It is a common courtesy to take account of the fact that colleagues/students/children may not wish to have the intrusion of private conversations.
4. Teaching staff and students on teaching placements may not have their personal mobile telephone with them in the classroom unless they have exceptional circumstances and are therefore authorised.
5. Employees /students should **not use mobile telephones whilst driving** or doing anything else where safety is important and where the use of the mobile telephone might interfere with concentration.

**Signature**

**Print name**

**Date**