Email Policy for Staff and students 2021-2023

Approved by: Academic/Quality Assurance Board

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VERSION: 002

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Email Policy

Overview

Email is used as a means of communicating official company information to Staff, students, and other relevant authorities, convenient, rapid, environmentally aware, and cost-effective. Mont Rose College of Management and Sciences issues an email address and disk space for email storage to all Staff and students. Mont Rose College of Management and Sciences also distributes email software on computer systems. This practice ensures that all Staff and students have email communication readily available to them. The purpose of this policy is to set forth the rights and responsibilities of both users and providers of electronic mail for Staff and students. Email facilities are provided primarily to improve communications among Staff and students for matters relating to their roles within Mont Rose College of Management and Sciences. Limited use for personal and social purposes is tolerated; not such use should not become excessive.

Purpose

This policy protects Mont Rose College of Management and Sciences assets and helps ensure our ability to continue business operations.

Scope

This policy applies to Student and Staff that have access to Mont Rose College of Management and Sciences

Use of Email

Mont Rose College of Management and Sciences uses electronic mail to communicate official Mont Rose College information of many kinds to Staff, Students and others. Staff are responsible for reading and responding to their email on a frequent and regular basis since some official communications may be time-sensitive. Mont Rose College of Management and Sciences suggests that Staff access their email account on a daily basis.

Staff needs to set up an automatic out-of-office reply through Outlook when they are away from the College. This should include alternative contact details for urgent enquiries.

No user should send insulting, abusive, bullying, harassing, obscene, racist, sexist offensive, incitement to commit a criminal offense or threatening or which may contain any malicious code; for example, virus. No information should be communicated within or outside the College, which is defamatory, which brings Mont Rose College of Management and Sciences into disputes or violates laws.

All users must act sensibly and appropriately when using the College's email or computing facilities to send an email, whether internally or externally, using the internet.

If anyone receives these emails containing any such material and is concerned about this, they should inform the relevant authority. Any user must not send an email that might bring the College into disrepute or purport to be the view of College unless they are authorized in writing to express views on behalf of the College.

Under the data protection act personal data processed for any purpose or purposes shall not be kept for longer than necessary for that purpose or those purposes. To prevent unauthorised or accidental disclosure of the information, it is essential to exercise care at its disposal, including protecting its security and confidentiality during storage, transportation, handling, and destruction.

Anyone Staff or Student found to be in breach of this policy may be subject to disciplinary action.

Email Termination

Mont Rose College of Management and Sciences retained the right to terminate email addresses allocated to the students within 90 days of completion or leaving the course. The College will not take any responsibility for any loss of data after a given period. Therefore it is a student`s responsibility to back up their data within the given time. For the Staff, upon leaving the College, their email address will be terminated immediately.