

Monitoring

You should be aware that emails sent or received via Aspris email may be stopped and checked by IT for a variety of purposes, including, but not limited to, ensuring compliance with our internal policies and supporting internal investigations.

Emails and Cyber Security

The internet can be an unsafe place, so you should take care when using email against the cyber risks

You must be extremely careful when opening email attachments that are from senders that you do not know, as it may contain a computer virus that could harm your equipment.

You should be aware that senders you do not know may be trying to trick you so that they can steal your personal information, such as usernames, passwords and confidential information. Some emails may ask you to reply or complete and return an attachment. If this happens you must not do this and inform your teacher/tutor straight away.

Under no circumstances are you allowed to use your email in any illegal activity. The following activities are **strictly forbidden**, with no exceptions when using Aspris email:

- (a) Aspris email must not be used to send or forward emails or documents containing harassing or offensive messages, including offensive comments against protected characteristics- race, gender, hair colour, disabilities, age, sexual orientation, religious beliefs and practice, political beliefs, or national origin. If you receive any emails with this content from anyone, you should report the matter to your teacher/tutor straight away.
- (b) You must not use your Aspris email to set up social media accounts, or purchase items online.
- (c) You must not use another person's email account to send unwanted email messages or attempt to forge email messages or send email.
- (d) You must not send chain letters or joke emails from your email account.
- (e) You must not breach copyright or licensing laws when creating and sending emails or include attachments that contain software, music, digital photos, books or logos not belonging to you.
- (f) You must not make false offers of products or services from your email account.
- (g) You must not complete any form of monitoring which will stop emails intended for other email accounts.
- (h) You must not send any kind of message to any other user in or outside of Aspris email system (for example, denial of service attack).
- (i) You must not send information about your school/college staff or other Aspris staff or students to people in or outside of Aspris.
- (j) You must not send unwanted email messages, including the sending of "junk mail" or other advertising material to individuals who did not request such material (email spam),
- (k) You must not undertake or take part with others in any form of harassment via email as this is seen as Cyberbullying.

If you do not follow these rules, Aspris reserve the right to remove your email account.