

## Artarmon Public School Parents and Citizens' Association

### EMAIL POLICY

#### INTRODUCTION

Artarmon P&C has access to its own email account as part of the technology platform maintained by the Federation of Parents and Citizens' Association of NSW. Use of this email account comes with responsibilities that have security, compliance and ethical implications. This policy is to communicate the expectations of the Artarmon P&C Committee with respect to the use of the email account and the high standard of conduct expected of Artarmon P&C members.

All email communication that is stored, composed and transmitted on the Artarmon P&C Email Account is the property of Artarmon P&C Association and will be monitored at the Artarmon P&C Committee's discretion. As such, all users shall conform to any security measures which are in place to protect access control and exercise proper control over passwords or any other security mechanism.

#### APPROPRIATE USE

The email account may be used to exchange information with Artarmon Public School parents, the School and external parties in relation to responsibilities conducted by Artarmon P&C.

All emails should:

- be drafted in a manner that is consistent with treating others with respect and consistent with accepted business ethics and standards
- use blind-copy section to store email addresses to maintain privacy of email addresses of the Artarmon parents when sending large group emails
- include the automatic signature at the bottom containing P&C contact information
- include an author/checker process to ensure all content is accurate and of a high standard of expression when emailing large groups

#### INAPPROPRIATE USE

The email account *may not* be used to:

- send messages to large groups without a motion passed at an Artarmon P&C meeting. Should an urgent matter arise such a message may be sent if it has been endorsed by the Artarmon P&C President after discussion with at least one other Committee member
- send messages to or respond to messages from; any bank where an Artarmon P&C account is held, media, Willoughby City Council, the NSW or Federal government. Personal email addresses should be used to send emails to these people
- solicit for any items or issues not sponsored by Artarmon P&C
- transmit messages that use offensive speech or disparage individuals on the basis of race, colour, religion, gender, national origin, citizenship, veteran status, marital status, disability or sexual orientation or any other characteristic protected by Australian law
- originate or distribute chain letters
- advance personal gain or profit