Institutional Email Account Policy

1. Preface

Sparsh Global School ("**SGS**"), located at Sector 20, HS1, Greater Noida West, currently provides various internet based electronic email accounts (i.e., the "**Gmail Accounts**") for its staff, faculty and students which are known as *"**Institutional Email Accounts**"*. SGS with the intent to use the said Institutional Email Accounts effectively for the official purpose and avoid use of stationary in order to protect the environment has enacted and enforced the present Institutional Email Account Policy (the "**Policy**") . The purpose of this Policy is to ensure the proper use of the Institutional Email Accounts and to prescribe the rules governing the usage of such Institutional Email Account Policy.

Electronic Mail is a tool provided by SGS and serves as a primary means of communication and to improve education, communication and administrative efficiency. Users (i.e. the staff and faculty members, students and/or any other authorized users) have the responsibility to use this resource in an efficient, ethical and lawful manner. Use of Institutional Email Accounts evidences the User's agreement to be bound by this policy.

2. Policy Statement

2.1 Account Creation

- Institutional Email Accounts are created based on the official name of the staff and faculty member as reflected in Human Resource, Payroll records of SGS.
- Student accounts are created based on user ID reflective of the name on file with the Administration and Account Department of SGS.
- Requests for name changes to correct a discrepancy between an email account name and official records will be processed on case to case basis. A concern User needs to submit a formal application with supporting documents to the designated department, who shall after review of the application and the documents, process the application within 72 hours of the request.

2.2 Ownership of Email Data

Subject to underlying Copyright and other Intellectual Property Rights under applicable laws and IT policies of SGS, SGS owns all Institutional Email Accounts and the data transmitted or stored using the Institutional Email Accounts.

2.3 Privacy and Right of SGS Access

- While SGS will make every attempt to keep email messages secure, privacy is not guaranteed and Users should have no general expectation of privacy in email messages sent through Institutional Email Accounts.
- Under certain circumstances, it may be necessary for IT staff to access Institutional Email Accounts. These circumstances may include, but are not limited to, maintaining the system, investigating security or abuse incidents or investigating violations of this or other IT policies of SGS or unexpected or prolonged absence by the User which adversely affects the running of operation at SGS.
- SGS does not claim that the Institutional Email Account Services are up to date, correct and error free or that the application is free of viruses or harmful components. Any reliance on the Institutional Email Account Serviceis at User's own risk. SGS would not be responsible for any errors, which might appear in Institutional Email Account Services, which is compiled from third party sources or for any unavailability of such information.

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2.4 Expiration of Accounts

The limited right of usage of the Institutional Email Account granted to the Users shall cease to exist on occurrence of the below mentioned indicative scenarios:

- **In case of termination/resignation/undue absence by the Faculty**– in such a scenario, the staff/faculty email privileges will bediscontinue as a part of parting procedure.

- **Students who leave SGS before or after class 12th**–The Email ID of any student(s) who leave SGS shall stand discontinued immediately at the time of leaving the school.
- **Expelled/Suspended students** - If a student is expelled/suspended from the School, email privileges will be terminated immediately.

In all such aforementioned scenario's, SGS shall have the right to continue to use the Institutional Email Accounts to the exclusion of the Users.

2.5 Appropriate Use and Responsibility of Users

- All users, whether they create or receive emails, have a responsibility to ensure they make appropriate and proper use of the system, and that they comply with this policy andthe guidelines provided by SGS.
- Any member of staff who fails to comply with the Policy and the guidelines may be subject to disciplinary action.
- Employees of SGS shall have no expectation of privacy in anything they store, send or receive on the SGS's Institutional Email Accounts.
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- No data that is classified and protected shall be stored in or transmitted via email. This includes but is not limited to Bank details, Aadhar card, tax forms, background checks, sensitive data, or any other form of protected data.
- The faculty and/or staff before transmission of email containing essential School announcements, information, circulars , fee bills, home assignments, notices, reminders etc to Students, must obtain approval from the respective HMs or Principal or Director of SGS.
- If any staff, faculty uses official Email ID for any personal work or work other than official work with any stakeholders of SGS, the same would be taken as an offense.
- Use of distribution lists or 'reply all' features of email should be carefully considered and only used for legitimate purposes as per these guidelines.
- In order to prevent the unauthorized use of email accounts, the sharing of passwords is strictly prohibited. Each individual is responsible for his/her account, including the safeguarding of access to the account. All email originating from an account is assumed to have been authored by the account holder, and it is the responsibility of that holder to ensure compliance with these guidelines.

2.6 Personal Email Accounts

In order to avoid any confusion about school activities, work, employees of SGS (including faculty and staff) must never use their personal email accounts (e.g. Gmail, yahoo, Rediff mail etc) for any communication with any of the stakeholder of SGS. It is expressly disclaimed that the Users are solely responsible for their personal account and SGS would not be responsible for any unlawful action arising thereto.

2.7 Inappropriate Use

With respect to Institutional Email Accounts, the exchange of any inappropriate email content outlined below and described elsewhere is prohibited. Users receiving such email should immediately contact IT Department , the Department of Human Resources and Office of Principal.

The exchange of any email content outlined below is prohibited:

- Generates or facilitates unsolicited bulk email;
- Infringes on another person's copyright, trade or service mark, patent, or other property right or is intended to assist others in defeating those protections;
- Is for any malicious, unlawful, invasive, infringing, defamatory, or fraudulent purpose;
- Intentionally distributes viruses, or other items of a destructive or deceptive nature;
- Interferes with the use of the email services, or the equipment used to provide the email services, by customers, authorized resellers, or other authorized users;
- Alters, disables, interferes with or circumvents any aspect of the email services;
- Constitutes, fosters, or promotes pornography;
- Is excessively violent, incites violence, threatens violence, or contains harassing content;
- Creates a risk to a person's safety or health, creates a risk to public safety or health, compromises national security, or interferes with an investigation by law enforcement;
- Improperly exposes trade secrets or other confidential or proprietary information of another person;
- Misrepresents the identity of the sender of an email.

Other improper uses of the email system include:

- Using or attempting to use the accounts of others without their permission.
- Collecting or using email addresses, screen names information or other identifiers without the consent of the person identified.
- Use of the service to distribute software that covertly gathers or transmits information about an individual;
- Conducting business for profit under the aegis of the SGS.

This list is not intended to be exhaustive but rather to provide some illustrative examples.

Principal
Sparsh Global School