

Email Policy

Staff and pupils are encouraged to use email and e-mail accounts are provided to staff and pupils. All College addresses are login_name@bishops.org.za. Prep addresses are login_name@bishopsprep.org.za

Unacceptable use of Email includes but is not limited to:

- Messages relating to or in support of illegal or inappropriate activities
- SPAM/Mass Emails
- Chain letters
- Mail for solicitation purpose
- Mail involving commercial content

In addition, as contemplated under section 5 of the Regulation of Interception of Communications and Provision of Communication-Related Information Act (Act 70 of 2002) that Bishops authorities are entitled to intercept and monitor the content of any Internet usage, email messages, laptop content or other communications sent or received over Bishops' computer facilities in order to monitor and ensure compliance with these terms of use.

College mail is available off campus via a web interface <http://mail.bishops.org.za>.

All email signatures should include the email disclosure provide below.

This e-mail message is privileged and confidential. If you are not the intended recipient please delete and notify the sender.

Please note that any views or opinions presented are solely those of the author.

The full email disclaimer can be viewed at <http://www.bishops.org.za/email/disclaimer/>

The content of this e-mail communication (including attachments) is strictly confidential and is intended solely for the use of the named recipient(s). If you have received this e-mail in error, you are not permitted to disclose, distribute, retain or take any action in reliance thereon and are requested to please notify the sender immediately by return e-mail and then delete it.



E-mail is not necessarily secure or error free. Bishops is neither liable for the proper, complete transmission of the information contained in this communication, nor any delay in its receipt. Bishops does not guarantee that the mail is virus-free. It is the responsibility of the named recipient(s) to check that incoming e-mails are virus free. Bishops is not liable whatsoever for loss or damage resulting from the opening of this message and/or attachments and/or the use of the information contained in this message and/or attachments.

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This e-mail disclaimer will at all times take precedence over any other e-mail disclaimer received by employees / students utilising the communications facilities of the school.