



Email Policy

Staff and students are given an Office 365 email account to use for the duration of their time at Bishops. All addresses are login_name@bishops.org.za. As these email addresses will no longer be accessible once the student/staff member has left Bishops, students/staff are asked to use a private email account to sign up to non-school related sites and services so that they can continue to use these after they have left Bishops.

College staff are asked to put an out-of-office on their in-box if they are going to be away for more than 24 hours. College staff are asked to respond to emails within a 48 hour period.

Bishops regards email and Instant messaging (IM) to be the same as paper messages. Any written communication should obey school rules in terms of acceptable conduct as well as the correct rules of grammar, capitalization and punctuation.

Staff/students must accept the privacy of email and IM messages. Private messages may not be read by another person and care must be exercised when forwarding messages to ensure that privacy is not compromised. Use of email implies acceptance of [Bishops POPI Privacy notice](#).

Unacceptable use of Email includes but is not limited to:

1. unacceptable language
2. offensive messages
3. spam or mass mail
4. hate mail
5. junk mail
6. personal graphic images / video or other inappropriate content
7. chain letters
8. hoaxes
9. anonymous mail
10. inappropriate content
11. distribution of viruses, malware
12. blind carbon copy – bcc
13. reading or forwarding of private message(s) to other parties without permission

No email or attachment from an unknown source should be opened.

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 Bishop's 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.

inspires individuals

Recipients should add @bishops.org.za as a safe sender so that emails from Bishops are not blocked. Official school emails sent to third parties should include an email signature, with the below disclaimer:

Bishops Disclaimer 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. [View Full Disclaimer](#)

inspires individuals

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