**Email and Internet Policy**

This policy is current as of 1 January 2014 and will be reviewed at least annually by Kaplan.

**Scope**

This policy is applicable to Kaplan Business School Pty Ltd

**Purpose**

The purpose of this policy is to ensure the proper use of Kaplan’s email system and Internet access and make users aware of what Kaplan deems as acceptable and unacceptable use of its email system and its access to the Internet. Kaplan reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.

**Technology requirements**

In order to complete studies at Kaplan, students are assumed to have the following skills relating to technology:

- Ability to use email to correspond with staff and students
- Ability to access, create and save documents in Microsoft Office formats. At a minimum, students must be familiar with Microsoft Word, PowerPoint and Excel
- Ability to browse the Web, including downloading and installing common plug-ins (listed below) and configuring common browser options
- Ability to configure and run applications, including an antivirus application, to ensure that the student's system is secure and transmitted files are virus free

Any hardware and software requirements are provided on the website.

**Legal risks**

Email is a business communication tool and users are obliged to use this tool in a responsible, effective and lawful manner. Although by its nature email seems to be less formal than other written communication, the same laws apply. Therefore, it is important that users are aware of the legal risks of e-mail:

- If you send emails with any libellous, defamatory, offensive, racist or obscene remarks, you and Kaplan can be held liable.
- If you forward emails with any libellous, defamatory, offensive, racist or obscene remarks, you and Kaplan can be held liable.
- If you unlawfully forward confidential information, you and Kaplan can be held liable - even if you do it unwittingly by forwarding an email that contains a tail message with confidential information in it.
- If you unlawfully forward or copy material subject to copyright without permission, you and Kaplan can be held liable for copyright infringement.
- If you send an attachment that contains a virus, you and Kaplan can be held liable.
By following the guidelines in this policy, the email user can minimize the legal risks involved in the use of email. If any user disregards the rules set out in this Email and Internet Policy, the user will be fully liable and Kaplan will disassociate itself from the user as far as legally possible.

**Legal requirements**

The following rules are required by law and are to be strictly adhered to:

- It is strictly prohibited to send or forward emails containing libellous, defamatory, offensive, racist or obscene remarks. If you receive an e-mail of this nature, you must promptly notify your lecturer or any administration staff.
- Do not disclose or compromise the personal information of others as prohibited by the privacy laws.
- Do not forward a message without acquiring permission from the sender first.
- Do not forge or attempt to forge email messages.
- Do not send email messages using another person’s email account.
- Do not copy a message or attachment belonging to another user without permission of the originator.
- Do not disguise or attempt to disguise your identity when sending mail.

**Internet**

Students may use our Internet service for personal improvement provided that such use is consistent with professional conduct.

You must not access websites for:

- sexually explicit material
- hate speech or offensive material
- materials regarding illicit drugs, violence, criminal skills and/or illegal activities.
- gambling and gaming
- illegal downloading of music, movies, games, and software

Downloading and distributing of such material is completely unacceptable.

**Best practices**

Kaplan considers email as an important means of communication and recognises the importance of proper email content and speedy replies in conveying a professional image. Therefore Kaplan Business School wishes to adhere to the following guidelines.

- Writing emails:
  - Use the spell checker before you send out an email.
  - Do not send unnecessary attachments. Compress all attachments larger than 300K before sending them.
  - Do not write emails in capitals.
Avoid excessive use of exclamation marks as in our experience this can often be misinterpreted as aggression.

Maintenance:
- Delete any email messages that you do not need to have a copy of, and set your email client to automatically empty your 'deleted items' on closing.

**Personal use**

Although Kaplan's email system is meant for business use, Kaplan allows the reasonable use of email for personal use if certain guidelines are adhered to:

- Personal emails must also adhere to the guidelines in this policy.
- The forwarding of chain letters, junk mail, jokes and executables is strictly forbidden.
- Do not send mass mailings.
- All messages distributed via the company's email system, even personal emails, are Kaplan's property; see "system monitoring" below.
- Kaplan advises that in view of this policy, all students use a personal email address with an external provider (such as yahoo, hotmail etc) with which to send personal electronic communication. (See "system monitoring" below.)

**Email accounts**

All email accounts maintained on our email systems are the property of Kaplan Business School. Passwords should not be given to other people.

**System monitoring**

Your emails can be monitored without prior notification if Kaplan deems this necessary. Kaplan reserves the right to track all Internet usage.

**Login Information and Passwords**

Students are not to share their login information or passwords for the Student Portal, their email account or any other logins they may receive from Kaplan Business School with others.

Failure to comply with the above may result in disciplinary action being taken and could result in a case of misconduct being recorded against the students record.

It is the student's responsibility to protect their login information and passwords. Students must make sure they log off computers that they are no longer using.

**Conclusion**

Violation of this policy may result to disciplinary actions including counselling, formal warning or legal action, subject to our view about the seriousness of the breach.

Anyone who uses the Internet services in an illegal or fraudulent manner or who deliberately accesses and/or transmits illegal material will be dismissed instantly.
Personal usage rights can be revoked at the discretion of Kaplan Business School for both Internet and Email services.

Questions

If you have any questions or comments about this Email and Internet Policy, please contact Student Services or Reception. If you do not have any questions Kaplan Business School presumes that you understand and are aware of the rules and guidelines in this Email and Internet Policy and will adhere to them.

Declaration

I have read, understand and acknowledge receipt of the Email and Internet policy. I will comply with the guidelines set out in this policy and understand that failure to do so might result in disciplinary or legal action.

Signature: ______________________ Date: ______________________

Student Name: _______________________________

Student Number: _____________________________