

# Email and Internet Policy

## Scope

This policy is applicable to Kaplan Business School Pty Ltd, (Kaplan).

## Purpose

The purpose of this policy is to ensure the proper use of Kaplan's Internet access and make users aware of what Kaplan deems as acceptable and unacceptable use of its system. 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 or forward emails with any libellous, defamatory, offensive, racist or obscene remarks, you can be held liable.
- If you unlawfully forward or copy material subject to copyright without permission, you can be held liable for copyright infringement.

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.

## 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, or
- 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. Kaplan suggests you follow these guidelines when 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.

## System monitoring

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 or any other logins they may receive from Kaplan 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 for Internet 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 presumes that you understand and are aware of the rules and guidelines in this policy and will adhere to them.

## Responsible Officer

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

<b>Policy Category</b>	Academic
<b>Responsible Officer</b>	Vice President, Academic
<b>Implementation Officer</b>	Academic Dean
<b>Review Date</b>	June 2016
<b>Approved by</b>	KBS Academic Board
<b>Authorised by</b>	Corporate Board

Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
1.0	Quality & Standards Group	Unpacking of one document into existing document	01.01.2014	01.01.2014
2.0	Quality & Standards Group	Updated due to removal of student email accounts. Format and wording changes to align across academic entities.	22.05.2015	15.06.2015

## 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.

Family name:

First name(s)

Student Number

Signature

Date: