

EMAIL AND INTERNET USAGE POLICY

Visitors and Students

Version control

Date	Action	Next review
	New policy	
	Policy reviewed and approved by Board	

1. Purpose

- 1.1 This policy provides guidelines for the use of email and internet resources within Cresconova Labs' Educational Centre. It aims to promote responsible online behaviour, ensure a secure and respectful digital environment, and protect individuals from exposure to inappropriate or harmful content.

2. Scope

- 2.1 This policy applies to all students, parents and visitors (referred to herein as 'Visitors') who use the Educational Centre's email accounts, internet services, and digital learning platforms.

3. Guidelines for Use

- 3.1 Visitors must use the centre's Learning Management System exclusively for learning or work purposes and communication with teachers, classmates, or staff.
- 3.2 Emails must not contain offensive, disrespectful, or inappropriate language, images, or links.
- 3.3 Visitors must not open suspicious emails or attachments and should report any such emails to an Educator immediately.
- 3.4 Any personal use of the Learning Management System must adhere to this policy.

4. Guidelines for Internet Use

- 4.1 Accessing inappropriate, illegal, or harmful content is strictly prohibited.
- 4.2 Visitors must interact respectfully in any online forums, group chats, or digital learning platforms, adhering to the centre's code of conduct.

- 4.3 Visitors must not download unauthorised files, software, or media without prior approval from an Educator or Administrator.
- 4.4 Internet activity may be monitored via Cresconova's firewall to ensure compliance with this policy.
- 4.5 The Educational Centre employs filtering and monitoring software to prevent access to inappropriate or potentially damaging websites. Visitors must not attempt to bypass these measures.

5. Consequences for Policy Violations

- 5.1 Failure to follow this policy may result in:
 - Restriction of access to email and internet services.
 - Temporary or permanent suspension from online learning platforms.
 - Further measures in accordance with the Centre's rules.

6. Support and Queries

- 6.1 Visitors are encouraged to ask Educators or Administrators for help if they encounter issues or have concerns about the use of email or the internet.