



The Place

Student Communications Policy & Guidelines

Version 1.0 - May 2018

Student Communications Policy & Guidelines

This policy document sets out the terms and conditions of using e-mail and Internet systems supplied by The Place for students of London Contemporary Dance School at The Place.

Please read this policy carefully. If there is anything you do not understand, it is your responsibility to ask your tutor to explain. Once you have read and understood this policy, you must sign it and then take a photocopy for your own reference purposes. Return the signed copy to the School Office and keep the photocopy. Students who violate this policy may be subject to disciplinary action.

The Place reserves the right to monitor for any purpose all communications and access usage via the Place computer systems. E-mail and Internet access is monitored to ensure that the terms and conditions below are complied to and to protect company and school information and systems.

The Place owns the communication systems and software made available to students studying at London Contemporary Dance School. These communication systems are primarily for studies. Occasional and reasonable personal use is allowed.

The communications systems are not intended to be used by students for political, sexual, religious, or commercial activities, and most particularly activities involving dispersal of data including "spam emails". We ask that you do not use your LCDS email address to subscribe to any newsletters or services that are not related to your studies. You should use a private email address for this purpose, most of which can be checked online using a browser.

DO's

DO check your email account regularly.

DO reply promptly to all email messages requiring a reply. Where a prompt detailed response is not possible, send a short email acknowledging receipt and give an estimate of when a detailed response will/should be sent.

DO manage your email account. Delete old and unwanted emails and make sure that you store messages in folders rather than in the inbox. See the School Office for further advice on managing your email account.

DO give your messages a clear title. This allows recipients to manage the message more easily.

DO ensure data complies with current UK Data Protection regulations (see Data Protection Principles supplement). If you are unsure then please contact the School Office.

DON'Ts

DO NOT download software or open an '.exe' file from an outside source without the permission of the IT Department.

DO NOT subscribe to any bulletin boards, newsgroups or any other Internet service of any kind whatsoever unless related to your studies.

DO NOT transfer large amounts of data inside the school via email. Instead you should place shared information in a central location and point people towards it.

DO NOT enter into "chain" email. If you receive an email requesting that it be forwarded to all your friends and colleagues, please ignore and delete it. Do not forward the email as it may contain a virus.

DO NOT allow others to use your email account.

DO NOT under any circumstances transmit, access, or download offensive, fraudulent, or defamatory images or text, such as pornography or jokes based on race, colour, ethnicity, gender, age, sexual orientation or disability, or anything that may be construed as illegally harassing or offensive to others. If you do so, this may be construed as misconduct and could lead to disciplinary action.

DO NOT transmit or download copyrighted images, games, or text belonging to third parties without the copyright-holder's permission.

Complaints

Students who feel they have cause for complaint as a result of e-mail communications should raise the matter initially with their tutor. If necessary, the complaint can be raised through the grievance procedure.

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I have read through and understand the terms of this policy

Name _____

Signed _____ Date _____

Data Protection Principles (as set out in the General Data Protection Regulations 2018)

- The fair and lawful processingⁱ of data.
- Data is obtained for lawful and specified purposes.
- Data is adequate, relevant and non-excessive.
- Data is accurate and up-to-date.
- Data is retained only for a required period.
- Data is processed under the rights of the individualⁱⁱ.
- There is prevention of unauthorized unlawful processing/accidental loss of dataⁱⁱⁱ.
- There is no transfer of data to non-EU areas unless adequate level of protection are in place.

ⁱ 'Processing' includes the opening of a file on screen, viewing to someone, recording, scanning, storing and printing of data. This refers also to emails/voicemails, etc.

ⁱⁱ Individual – the person to whom the data refers.

ⁱⁱⁱ Confidentiality and access limited to those authorised.