



JP International School

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JP International School (JPIS) Greater Noida Institutional Email Account Policy

1. Preface

JP International School, located at Sector Omega, 1, Greater Noida, currently ("Gmail Accounts") for its staff, faculty and students these are known as "Institutional Email Accounts." The idea is to use it effectively only for the official purpose and avoid use of stationary in order to protect the environment. The purpose of this policy is to ensure the proper use of these.

Electronic Mail is a tool provided by JPIS and serves as a primary means of communication and to improve education, communication and administrative efficiency. Users have the responsibility to use this resource in an efficient, ethical and lawful manner. Use of Institutional Email Accounts evidences the user's agreement to be bound by this policy.

2. Policy Statement

2.1 Account Creation

- Institutional Email Accounts are created based on the official name of the staff and faculty member as reflected in Human Resource, Payroll records of JPIS.
- Student accounts are created based on user ID reflective of the name on file with the Administration and Account Department of JPIS.
- Requests for name changes to correct a discrepancy between an email account name and official records will be processed, in which case the email account name will be corrected. This could be due to error or a person legally changing their name. A concern person needs to submit a formal application with supporting documents and within 72 hours their request shall be processed.

2.2 Ownership of Email Data

The JPIS owns all Institutional Email Accounts, subject to underlying copyright and other intellectual property rights under applicable laws and IT policies of JPIS. JPIS also owns data transmitted or stored using the Institutional Email Accounts.

2.3 Privacy and Right of JPIS Access

While JPIS will make every attempt to keep email messages secure, privacy is not guaranteed and users should have no general expectation of privacy in email messages sent through Institutional Email Accounts. Under certain circumstances, it may be necessary for IT staff to access Institutional Email Accounts. These circumstances may include, but are not limited to, maintaining the system, investigating security or abuse incidents or investigating violations of this or other IT policies of JPIS.

2.4 Expiration of Accounts

Individuals may leave JPIS for a variety of reasons, which gives rise to differing situations regarding the length of email privileges or expiration of accounts. The policy governing those privileges is set forth below.

- **Faculty who leave**– In case of any separation of staff/faculty email privileges will be discontinued as a part of parting procedure.
- **Students who leave before class 12th** –The Email ID shall be discontinued of any students who leave JPIS at the time of leaving the School.
- **Expelled/Suspended students** - If a student is expelled/suspended from the School, email privileges will be terminated immediately.

2.5 Appropriate Use and User Responsibility

- No data that is classified and protected shall be stored in or transmitted via email. This includes but is not limited to Bank details, Aadhar card, tax forms, background checks, sensitive data, or other protected data.
- Approval and transmission of email containing essential School announcements, information, circulars, fee bills, home assignments, notices, reminders etc to students, faculty, and /or staff must be obtained from the respective HMs or Principal or Director of JPIS. If any staff, faculty uses official Email ID for any personal work or work other than official with any stakeholders of JPIS would be taken as an offense.
- Use of distribution lists or 'reply all' features of email should be carefully considered and only used for legitimate purposes as per these guidelines.
- In order to prevent the unauthorized use of email accounts, the sharing of passwords is strictly prohibited. Each individual is responsible for his/her account, including the safeguarding of access to the account. All email originating from an account is assumed to have been authored by the account holder, and it is the responsibility of that holder to ensure compliance with these guidelines.

2.6 Personal Email Accounts

In order to avoid any confusion about school activities, work, employees must never use their personal email accounts (e.g. Gmail, yahoo, Rediff mail etc) and any communication with any of the stakeholder of the school with their personal account would be their sole responsibility and JPIS would not be responsible for the unlawful action of the employee.

2.7 Inappropriate Use

With respect to Institutional Email Accounts, the exchange of any inappropriate email content outlined below and described elsewhere is prohibited. Users receiving such email should immediately contact IT Department, The Department of Human Resources and Office of Principal.

The exchange of any email content outlined below is prohibited:

- Generates or facilitates unsolicited bulk email;
- Infringes on another person's copyright, trade or service mark, patent, or other property right or is intended to assist others in defeating those protections;

- Is for any malicious, unlawful, invasive, infringing, defamatory, or fraudulent purpose;
- Intentionally distributes viruses, or other items of a destructive or deceptive nature;
- Interferes with the use of the email services, or the equipment used to provide the email services, by customers, authorized resellers, or other authorized users;
- Alters, disables, interferes with or circumvents any aspect of the email services;
- Constitutes, fosters, or promotes pornography;
- Is excessively violent, incites violence, threatens violence, or contains harassing content;
- Creates a risk to a person's safety or health, creates a risk to public safety or health, compromises national security, or interferes with an investigation by law enforcement;
- Improperly exposes trade secrets or other confidential or proprietary information of another person;
- Misrepresents the identity of the sender of an email.

Other improper uses of the email system include:

- Using or attempting to use the accounts of others without their permission.
 - Collecting or using email addresses, screen names information or other identifiers without the consent of the person identified.
- Use of the service to distribute software that covertly gathers or transmits information about an individual;
 - Conducting business for profit under the aegis of the JPIS.

This list is not intended to be exhaustive but rather to provide some illustrative examples.



2.1 Privacy and Right of JPIS Admins

While JPIS will make every attempt to keep your messages secure, privacy is not guaranteed and users should have an overall understanding of privacy in email messages sent through Institutional Email Accounts. Under certain circumstances, it may be necessary for IT staff to access Institutional Email Accounts. These circumstances may include, but are not limited to, maintaining the system, investigating activity in order to resolve or investigating violations of any applicable IT policies of JPIS.