IT policy to refrain students from sending internal mass/spam e-mails

Introduction

In the past 2 months, we found that quite many students had exploited the convenience of the eClass e-mail system to send a lot of internal “mass”/“spam” e-mails to one whole class or even all students. The situation still persists even after the school official morning announcement at 3rd Nov. 2006 and our public written announcement stated in eClass system at 11th Oct 2006.

“SPAM e-mail” is defined as unsolicited e-mail message sent in large quantities to users who do not want to receive them. As a result, a large amount of spam e-mail may overload an e-mail server (eClass), thus affecting its normal operations.

Policy Details

The school IT policy to refrain students from exploiting eClass e-mail system is stated as follows:

“For the student sending “mass”/“spam” e-mails within eClass system (for example: to a group of students, whole class, some classes and/or to whole school) with or without attachment(s), the “mail sending”/“compose” function of his e-mail account will be immediately disabled for at least one month from the date of e-mail sending without prior warning. After that, the student himself, his form master and discipline team masters will receive the written or email notice about our action.”

Re-Activation Procedure

1. Student needs contact your form master to justify your mass e-mail sending;
2. Form master contacts IT team to apply the re-activation for the student;
3. IT team will then re-activate the function one month after the date receiving the application from Form master.

Effective date

The above-mentioned IT policy and re-activating procedure take immediate effect from today 23rd November 2006. For the past cases, students need also contact IT Team, Mr. Gary Chan at General School Office via Form master to re-activate the “compose” function for them.

IT Team
(for School Vice-Principal Mr. Lo Chi Wing)
St. Louis School
23rd November 2006