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Reach out and touch someone

To: Stakeholders

From: Susan Carson

Date: March 02, 2019

Subject: Administration issues regarding intranet website

The key HRM management issues surrounding the scenario include; difficulty in managing the intranet website, misuse of intranet and emails among staff and teachers. Although the purpose of integrating technology and intranet facility was to address school-related activities, many teachers and staff members are spending excessive time on emails. It had become a significant concern because the staff is using emails for interacting with friends and family that is against the mission of Northwest High School. It is thus crucial to take adequate measures for eliminating the misuse of intranet and restricting staff for engaging in non-school activities during works hours.

The misuse of intranet and lack of administrative framework will affect major stakeholders. This includes students, investors, staff and the administration. The investors provided the intranet facility for providing an effective learning environment to the children so its misuse will result in inappropriate use of funds. Spending excessive time on emails will undermine the idea of using it for the best interest of students. This will affect the school's agenda of building interactive relationships between staff and students. Excessive or wrong use of emails will also underscore the performance of the teachers and staff as they will engage in unnecessary activities that are not part of the school (Meador, 2017).

The recommendations suggest making employee understand the role of Susan in “witnessing the events." It is her responsibility to supervise how the staff makes use of intranet and ensure that it is not against the school's agenda. The HRM strategy must devise a method for addressing the needs of staff. This suggests taking them in confidence before sharing emails with Susan. An appropriate strategy would be to share only contents of email with Susan, not the entire email. This will allow staff to "keep their privacy." Shared consent will include recipient’s email address, duration of email and the time when email was sent. This will provide essential details to Susan required for determining the non-professional activity. By concealing the message sent in the email and conversation between the staff and recipient will ensure that the confidentiality. This is because employees have the "right to privacy." By sharing their conversation with Susan will cause a breach of privacy that can undermine employees' morale and loyalty. So the alternative method is to provide access to limited content that would be sufficient for monitoring the nature of email (BLR, 2018).

The preferred course of action will satisfy the needs of the school principal and the staff also. The only concern of Susan was to investigate the reason behind the excessive time spent on email activity. Providing her access to recipient's email address, duration of email and the exact time when it was sent will satisfy her needs. The shared content will be adequate for assessing if the recipient is a friend/ family member or not. The examination will lead to a better decision for the future regarding the imposition of restriction on the use of intranet. The selected course of action will also satisfy the preferences of staff members who worry about losing their privacy as the solution guarantees them confidentiality so it will not disappoint them. The purpose of recommending the course of action is to remove the concerns of the staff regarding the leakage of their personal information. Both school principle and the staff are primary stakeholders of the school, so it is advisable to cater to their concerns.

References

BLR. (2018). *Privacy: What you need to know*. Retrieved 03 02, 2019, from https://www.blr.com/HR-Employment/HR-Administration/Privacy

Meador, D. (2017). *Steps to Effectively Address a Concern with a Teacher*. Retrieved 03 02, 2019, from https://www.thoughtco.com/effectively-address-concern-with-teacher-3194420