Policy: Email and Internet Usage

Purpose

To ensure that employees and students of The University of Notre Dame Australia properly use the University’s email and Internet communications systems.

Use of email and the Internet by staff and students is permitted and encouraged where such use is suitable for teaching, research or University business purposes and supports the goals and objectives of the University. Occasional personal and social use of email and the Internet is acceptable, but use of the Notre Dame domain name to conduct business other than official University business is prohibited.

The University has the right to record all staff and student Internet usage and monitor the email account or Internet browsing of any user for legitimate business reasons, including compliance with this policy, compliance with any applicable laws and industry regulations, and where there is reasonable suspicion of activities that may violate this policy. Details of an individual’s usage may be requested by, and passed on to, nominated contacts in Notre Dame’s Colleges, Schools and Offices.

All network, email and Internet accounts maintained on University computing systems are the sole property of The University of Notre Dame Australia.

Email

"Email" is defined as all technologies used to transfer messages, including email, instant messaging and peer-to-peer file exchange. Email is a tool for business communications, which users have a responsibility to use in an efficient, effective, ethical and lawful manner. Email is inherently not secure, and sensitive or confidential material should not be sent through the electronic mail system unless it is encrypted.

Email Guidelines

Users of the email system should follow these guidelines and conventions:

- Emails to the groups allstaff, staff and Broome (i.e., allstaff@nd.edu.au etc) are only to be used by the Vice Chancellor, Deans of Colleges, Heads of School and members of the Executive Management Committee or by persons authorised by the above.
• Ensure that messages are addressed to the appropriate recipient.
• Do not subscribe to list servers and distribution lists unless they are directly related to your job, or are of special interest to you. When in doubt, seek permission from your supervisor. Such lists tend to overload and affect the performance of the email system.
• Address messages to recipients who "need to know," rather than to everyone you know. Messages sent unnecessarily can lower system and user performance.
• Construct messages professionally (spelling, grammar) and efficiently (subject field, attachments).
• Cover periods of absence by adopting an appropriate functional account, forward, or vacation message strategy.

Use of the email system in the following manner is Strictly Prohibited.

• The creation and exchange of messages that are offensive, harassing, obscene or threatening.
• The exchange of proprietary information, trade secrets, or any other privileged, confidential or sensitive information outside Notre Dame, or outside a defined privileged group.
• The creation and exchange of advertisements, solicitations, chain letters and other unsolicited email.
• The creation, storage or exchange of information in violation of copyright laws.
• Reading or sending messages from another user's account, except under proper delegate arrangements.
• Altering or copying a message or attachment belonging to another user without the permission of the originator.
• The use of Notre Dame's email system for non-university related commercial purposes.
• Users must not compromise the privacy of their password by giving it to others or exposing it to public view. Passwords should be changed on a regular basis.

Internet

The Internet is to be used in a manner that is consistent with Notre Dame’s standards of business conduct and as part of the normal execution of an employee's job responsibilities or student academic needs.

Strictly Prohibited

Use of the Internet in the following manner is strictly prohibited:

• Visiting web sites containing objectionable or criminal material such as child pornography, unless a written clearance stating that this is a legitimate academic or work related activity has been obtained from either the College Dean or the sections Executive Director.
• Internet-enabled activities, such as gambling, excessive gaming, conducting a business or conducting illegal activities.
• The uploading or downloading of commercial software, games, music videos or other intellectual property in violation of its copyright

Violation of this policy may result in disciplinary action under University Guidelines, or legal action.