

Email and Internet Policy

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Applies To:	All NUSA Employees and Elected Student Members
Responsible Officer:	General Manager
Authorisation:	Approved

Email and Internet Policy

1. Introduction

Email is a crucial vehicle for cost effective and sustainable communication between individuals, both internal and external to NUSA. Likewise, the internet is a vital tool for information access and dissemination and its use is inseparable from the functions of any modern organisation.

NUSA recognises the need for Council members, Executive members and staff to have access to email and the internet, and their right to reasonable personal use of the internet and email communications in the workplace.

This policy must be read in conjunction with all relevant policies of the University of Newcastle, including the Information Technology Conditions of Use Policy.

2. Policy Intent

This policy sets out guidelines for acceptable use of the computer network, including internet and email by individuals involved in NUSA. The primary purpose for which access to the internet and email is provided to individuals involved in NUSA is to assist them in carrying out their duties as related to NUSA's organisational functions.

3. Policy Scope

This policy covers NUSA Council members, Executive members, staff and volunteers making use of internet or email while engaged in NUSA business or while using NUSA facilities.

4. Relevant definitions

In the context of this policy:

email means a message, including any attachments, sent in an electronic format from one user to one or more other users via a computer network, using an email protocol.

5. Internet and email use

Council members, Executive members, staff and volunteers may access internet and email resources at NUSA for any purposes reasonably related to the function of their role and limited personal use.

6. Limited personal use

1. Council members, Executive members, staff and volunteers may access internet and email resources at NUSA for limited personal use where it is infrequent and brief; does not interfere with the duties of the other individuals involved with NUSA; and does not interfere with the NUSA's regular operation.
2. Such use must not compromise the security of the ICT systems of NUSA or the University of Newcastle, severely negatively impact on the system's electronic storage capacity, does not severely impact on network performance and conforms to all relevant laws, NUSA policy and procedures and any relevant policies and procedures of the University of Newcastle.
3. Such use must not incur any additional expense for NUSA.

6. Prohibited use

Council members, Executive members, staff and volunteers may not access internet and email resources at NUSA:

1. Create or exchange messages that are offensive, harassing, obscene or threatening
2. Visit web sites containing objectionable (including pornographic) or criminal material
3. Exchange any confidential or sensitive information held by NUSA, unless in the authorised course of their role
4. Create, store or exchange information in violation of copyright laws (including the uploading or downloading of commercial software, games, music or movies)
5. Use internet-enabled activities such as gambling, gaming, conducting a business or conducting illegal activities
6. Create or exchange advertisements, solicitations, chain letters and other unsolicited or bulk email.

Version	Date	Details
0.1	19/07/2017	Initial Draft
1	31/10/2017	Adopted by Council