



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

POLICY:
EMAIL AND INTERNET USAGE

Purpose:	To define the use of email and internet within The University of Notre Dame Australia
Responsible Executive:	University Secretary
Responsible Office:	Vice Chancellery
Contact Officer:	Executive Director, Professional Standards & Conduct
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1 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 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.

2 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.

3 Strictly Prohibited

Use of the University's email and internet system in the following manner is Strictly Prohibited.

- Creating or exchanging messages that are offensive, harassing, obscene or threatening.
- Exchanging proprietary information, trade secrets, or any other privileged, confidential or sensitive information outside Notre Dame, or outside a defined privileged group.
- Creating or exchanging advertisements, solicitations, chain letters and other unsolicited email.
- Creating, storing, exchanging, publishing or downloading information or material in violation of copyright or other intellectual property rights;
- 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.
- Using Notre Dame's email system for non-university related commercial purposes.
- Compromising the privacy of a user's password by giving it to others or exposing it to public view. Passwords should be changed on a regular basis.
- Visiting web sites containing objectionable or criminal material including, but not limited to, pornography, unless a written clearance stating that this is a legitimate academic or work related activity has been obtained from the relevant Dean or Executive Director.

- Using the system to undertake activities inconsistent with a user's job description or the University's Objects including, but not limited to, gambling, gaming, conducting a business or conducting other illegal activities.
- Uploading or downloading commercial software, games, or music videos unless it is for a purpose related to the user's work or study at the University..

4 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.

5 Breach of policy

Breaches of this policy may result in disciplinary action under the University's Enterprise Agreement, General Regulations, Policies or Procedures, or legal action.