

## **Electronic Communications Policy**

**Formulated by** College Executive

This Policy is to be read in conjunction with the *Ave Maria College Anti- Bullying, Anti- Harassment and Anti-Discrimination Policy (2012)*, the *Commonwealth Privacy Act (1988)*, the *Copyright Act*, and the *Ave Maria College Risk Management Policy (2012)*.

### **Mission Statement**

An *Electronic Communications Policy* is intended to “foster ... relationships imbued with integrity and compassion between all members of the College community”.

### **Rationale**

The *Electronic Communications Policy* is intended to

1. Identify conditions of use for all persons who have access to the College’s Electronic Communications resources;
2. Apply to all accessing of the College’s Electronic Communications resources, whether from onsite or external sources;
3. Alert users to the fact that access to the College’s Electronic Communications system carries responsibilities and penalties that may be applied to persons who fail to act in accordance with these responsibilities.

### **Intentions**

Our College will

1. Alert users to the fact that access to and use of the Electronic Communications resources is solely for legitimate work-related (in the course of employment with the College) and education-related purposes;
2. Require appropriate use of the email system;
3. Forbid illegal activities. Transmission of any material in violation of any Commonwealth or State regulation is prohibited. This includes, but may not be limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use of the College’s system for product advertising, political lobbying or private commercial activities is prohibited.

### **Consequences**

The College will

1. Advise users that the College email system is not a private mail system;
2. Require that all electronic mail carries the College disclaimer as a signature;
3. Develop and publish protocols for the use of email and email etiquette;
4. Understand that users cannot always control the messages that are sent to them. However, it requires that users discourage third parties (such as family, friends or others) from sending inappropriate messages to them;
5. Develop and publish protocols for the use of the internet and intranet;
6. Advise users that electronic communications which are transmitted through the College’s systems may be audited and viewed without notice;
7. Apply appropriate consequences against users who breach this policy.

**Ratified by:** College Executive

**Date:** 19 September 2012