



Relevant UTas Ordinance and/or Rule Reference No.	<i>IT Facilities Use Agreement</i>
Relevant State/Federal Govt. Legislation	<i>SPAM Act 2003</i>
Commencement Date	<i>1 November 2004</i>
Review Date	<i>1 November 2006.</i>

Policy Statement

1 Intent

The University of Tasmania operates Electronic Messaging Systems, available to University members, as a communication tool for activities typically related to core business, i.e. Teaching and Learning, Research and associated administrative operations. The University seeks to ensure the users of these systems are:

- Adequately protected from unsolicited and unwanted communications, of both internal and external origin,
- Do not use these systems to contravene the law or harass or inconvenience others.

2 Scope

This policy applies to all University members, i.e. students, staff, and associates.

3 Objective(s)

Through the introduction of a SPAM management policy, the University is seeking to:

- Ensure University members are not inconvenienced or harassed through the receipt of unsolicited electronic messages;
- University members do not use University facilities and systems in a manner that is illegal (i.e. breaches the SPAM Act), will harass or inconvenience others;
- Optimise the appropriate use of electronic communications systems;
- Provide a mechanism that allows the user to restrict (filter) the receipt of electronic communications, depending upon their individual requirements.

4 Definitions and Acronyms

“SPAM” In this policy means an electronic message that is unsolicited, not relevant to business activities, and likely to be considered offensive, or of nuisance value by the recipient.

“Students” A student enrolled at the University of Tasmania

“Staff” A staff member of the University of Tasmania

“Associates”	A person who has been determined to have an association with the University, either through the use of its facilities, or as a visitor.
“Filter”	The restriction of electronic messages from reaching their final delivery point.
“Harvesting”	The use of software tools to automatically obtain email lists from directory services and other information sources.

5 Policy Owner

Director, Information Technology Resources

6 Policy Provisions

Through the application of this policy:

- The University recognises that it has a duty of care to staff and students to ensure appropriate controls are available ensure electronic harassment opportunities are mitigated.
- Electronic communications systems and controls are such that University members are, within reason, able to personalise to address their individual requirements.
- University members have the capacity to utilise electronic communications systems for core business and associated activities including personal development and innovation.
- University members will utilise the systems in a professional manner that does not bring them or the University into disrepute.
- The use of ‘harvesting’ applications from University IT facilities is prohibited.
- The use of ‘harvested’ email address lists for distribution of information, either internally or externally, is prohibited.

7 Supporting/Related Documents

SPAM Act 2003

IT Facilities Use Agreement

SPAM Prevention Procedure – No. 2

8 Key Words

Further information on this policy and associated procedures is available through the University’s website, searching on the following key words:

- Email
- Filter
- SPAM

9 Supporting Procedures/ Guidelines

SPAM Prevention Procedure – No 2.0

IT Facilities Use Guidelines

Responsibilities

Implementation	Director, Information Technology Resources.
Compliance	Manager, Computing and Distributed Systems.
Monitoring and Evaluation	ICT Committee Director, Information Technology Resources
Development and/or Review	Manager, Computing and Distributed Systems
Interpretation and Advice	Faculty/School IT Co-ordinators Heads of School/Sections Teaching Systems Management Group Finance and Administration Management Group

Who Needs to Know this Policy?

- University Staff
- University Students
- University Associates

Effectiveness of this Policy

The effectiveness of the policy will vary from individual to individual due to the ‘personalisation’ of filter options. However it is expected that a:

- Reduction in the number of SPAM emails received by users will occur.
- Reduction in the number of SPAM email complaints received will occur.

Policy History

Policy No.	<i>ITR-002</i>
Approved / Rescinded	
Date	
Committee / Board	
Resolution Number	