

## POLICY - EMAIL AND INTERNET USAGE

<p><b>1. Policy Statement</b></p>	<p>Email and Internet services are an integral part of the communication strategy of SAE Institute Pty Ltd. Email and Internet services support students, employees, individuals and business units within SAE and allow them to perform their work more efficiently. The appropriate use of these services is essential so as to maintain the integrity of SAE Institute Pty Ltd networks and ensure legality.</p>
<p><b>2. Purpose</b></p>	<p>To ensure the appropriate use of SAE Institute Pty Ltd email and Internet services. This policy provides an overview of what SAE deems as acceptable use and unacceptable use of these services.</p>
<p><b>3. Scope</b></p>	<p>This policy is applicable to all users of the SAE Institute Pty Ltd email and Internet services, regardless of their physical location.</p>
<p><b>4. Associated Policies and Procedures</b></p>	<p>This policy should be read in conjunction with the following policies and procedures:</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>5. Associated Documents</b></p>	<p>This policy should be read in conjunction with the following documentation:</p> <ul style="list-style-type: none"> <li>• Email Etiquette Guidelines</li> <li>• Email Management and Use Guidelines</li> </ul>
<p><b>6. Policy</b></p>	<p><b>6.1 Introduction</b></p> <p>The use of computing and Internet resources at SAE carries the following responsibilities:</p> <ol style="list-style-type: none"> <li>1. Transmission or saving of any material in violation of any law is prohibited.</li> <li>2. Use of the network for personal profit is not acceptable.</li> <li>3. Use of the network for product advertisement or political lobbying is prohibited.</li> <li>4. Any email message received that contains or suggests pornography, unethical or illegal solicitation, racism, terrorism, sexism or inappropriate language is to be deleted immediately and the instance reported to Central IT Services. It is prohibited to send emails or visit Internet sites that contain or suggest pornography, unethical or illegal solicitation, racism, terrorism, sexism or inappropriate language is prohibited.</li> <li>5. Use of the Internet for any illegal activity is prohibited.</li> <li>6. Internet resources are provided for the conducting of company business and scholarly activity. It is expected that private usage will be kept to a minimum, e.g. Facebook, Youtube etc.</li> <li>7. In particular, Internet use that is not directly related to conducting organisational business and/or scholarly activities, including but not limited to the following, is not permitted: <ul style="list-style-type: none"> <li>• 'Peer 2 Peer' file sharing, which includes downloading and using applications such as Utorrent, Vuze, Transmission, etc.</li> <li>• Downloading or exchanging files that contain pornography or unethical or illegal solicitation. Materials that incite promote or condone racial vilification, terrorist activities sexist derogatory or demeaning commentary about any individual or group of people or the use gratuitous use of profanity is similarly not permitted.</li> <li>• Unauthorised sharing of company resources, proprietary or confidential information.</li> </ul> </li> <li>8. All email use must be conducted in accordance with SAE Institute Pty Ltd Privacy Policy. Relevant documentation is online at <a href="http://melbourne.sae.edu/en-gb/content/108/SAE_Policy_Statements">http://melbourne.sae.edu/en-gb/content/108/SAE_Policy_Statements</a></li> <li>9. SAE Institute Pty Ltd reserves the right to take any disciplinary action it deems appropriate – including dismissal or expulsion – in response to serious misconduct or misuse of the facility by employees and students.</li> <li>10. The email system and individual email usage must be managed in a manner consistent with the business and administrative objectives or scholarly activities of SAE Institute Pty Ltd. Any activities inconsistent with these objectives are considered to be inappropriate, and may result in employees and students being sanctioned or disciplined.</li> </ol>

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	<ol style="list-style-type: none"> <li>11. Employees and students should make efficient and productive use of the email system. The system is not to be used for frivolous or excessive mail, printing excessive copies of documents or keeping unnecessarily large files.</li> <li>12. Email resources are provided for the conduct of company business and scholarly activity. It is expected that private usage will be kept to a minimum and will not impact on workflow.</li> <li>13. Any solicited or unsolicited messages that contain any obscene or discriminatory reference or attachments should be deleted immediately.</li> <li>14. Email should be written in a manner that is consistent with the Email Etiquette Guidelines. Specifically, emails should not be composed or sent that are potentially offensive, libellous, defamatory, abusive, terrorist-based, obscene, discriminatory, frivolous, in temperate, inflammatory, racist, threatening, political, religious, antagonistic or in bad taste.</li> <li>15. Do not send email to groups or lists unnecessarily, particularly with large attachments, e.g. video files, as this may impede the work of others.</li> <li>16. SAE Institute Pty Ltd reserves the right to on-forward employee and student emails to relevant parties, monitor email/IM usage and the contents of email: <ul style="list-style-type: none"> <li>• In the course of an investigation triggered by indications of misconduct or misuse;</li> <li>• As needed to protect health and safety;</li> <li>• As needed to prevent interference with business goals; or</li> <li>• In the event of employee termination or student expulsion</li> </ul> </li> </ol>						
<p><b>7. Records</b></p>	<table border="0"> <tr> <td>1st February</td> <td>2011 policy implemented (approved by CEO &amp; Managing Director)</td> </tr> <tr> <td>17th April</td> <td>2013 procedure developed by J. McCleery, IT Manager Approved by J. Anthonyysz, Chief Executive Officer</td> </tr> <tr> <td>17th April</td> <td>2014 procedure to be reviewed</td> </tr> </table>	1st February	2011 policy implemented (approved by CEO & Managing Director)	17th April	2013 procedure developed by J. McCleery, IT Manager Approved by J. Anthonyysz, Chief Executive Officer	17th April	2014 procedure to be reviewed
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