

UNE Email List Policy

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Related policies or other documents: [Email Policy](#)

Rationale and Scope

- This policy is for the set up and use of the University of New England's Mail Lists. It applies to those who have access to the University of New England Mail Lists.

Policy

- **1. Officially Supported Mail Lists**
 - 1.1. Two Mail Lists are officially supported by the University. These are named "une-official" and "une-events".
 - 1.2. Non-members of the University Community who are authorised to be Mail List members are listed in Appendix A. This list may be altered at any time with the approval of the Director of ITD.
 - 1.3. Other non-members of the University community may make written application for membership of these two lists. Applications must outline the reasons access to the Mail List is required. The application must be approved by the Director of ITD or nominee.
- **2. General Mail Lists**
 - 2.1. In addition to the above lists, Mail Lists for other uses may be requested by members of the University community.
 - 2.2. The creation of new Mail Lists requires the approval of the Director of ITD or nominee.
 - 2.3. Mail Lists must be used for the purposes carrying out of the business of the University (e.g. teaching, research, administration) or the communicating of community, cultural, special interest and sporting information to the University community.
- **3. Penalties for Non Compliance**
 - 3.1 Users not complying with the University's mailing list operating procedure may have their access rights to part or all of the University's ICT Systems withdrawn and/or financial penalties imposed in accordance with the University's policies, rules, regulations and conditions of use of ICT Systems.

Procedures

- **4. Control of and Rights to use Mail Lists**
 - 4.1. The technical infrastructure required to operate University Mail Lists is set-up and maintained by ITD.
 - 4.2. Each list must have a List Owner. The List Owner is responsible for managing their Mail List and ensuring that the Mail List is used in accordance with this and associated policies, rules and regulations.
 - 4.3. Where a List Owner fails to meet the above conditions the University reserves the right to change the List Owner and/or close the Mail List.
 - 4.4. The University reserves the right to refuse membership to any Mail List.
 - 4.5. The University reserves the right to moderate any Mail List and remove any mail that it considers inappropriate for that Mail List.
 - 4.6. The University reserves the right to limit or restrict access to any Mail List.
 - 4.7. Where a user does not fully comply with all rules at all times the University reserves the right to act first and communicate that action to the user in arrears of that action. The exercise of this power by the University shall be without any consequential liability to the University of any kind in any circumstance.
 - 4.8. The University accepts no responsibility for any immediate or consequential damage or loss arising directly or indirectly from the use of University Mail Lists.

- **5. Content of email sent on Mail Lists**
 - 5.1. Postings are to be concise, comply with accepted net etiquette, the University email policies and the guidelines posted for each list.
 - 5.2. Attachments are not allowed. Where additional documents must be referenced they are to be placed on the intranet and the intranet address provided.

- **6. Mail List “une-official”**
 - 6.1. Purpose: To provide essential information to all staff of the University.
 - 6.2. List Owner: Information Technology Directorate
 - 6.3. Membership: All staff of the University. Membership is compulsory. Additional members may be approved by the Director of ITD or nominee.
 - 6.4. Status: Not Moderated
 - 6.5. Authority to post: The Vice-Chancellor and members of the Vice-Chancellor's executive group, consisting of the Pro Vice-Chancellors and Chief Financial Officer and their nominees.
 - 6.6. Records Management: The University's Records Management Office will retain a copy of all items posted on this list.
 - 6.7. Users without email access: In areas where staff do not have email access copies of une-official emails should be circulated in printed form.
 - 6.8. Unauthorised postings: Users making unauthorised postings shall be deemed to have breached the University's Conditions of Use and will be dealt with accordingly.

- **7. Mail List “une-events”**
 - 7.1. Purpose: To inform the University community of University and community events. This list is for announcements and notifications of matters that are relevant, or may be of wide general interest, to the university community. Matter posted to this list may be of a community, cultural or charitable nature.
 - 7.2. List Owner: Information Technology Directorate

- 7.3. Membership: All members of the University community. Membership is optional. Non-University community members may be approved by the Director of ITD or nominee.
- 7.4. Status: Not Moderated
- 7.5. Authority to post: All members who are members of this mail list.

Approval signature:

Definitions

ICT Systems: Information and Communication Technology facilities and services provided by the University of New England.

ITC: Information Technology Committee, University of New England. The University committee that advises the Vice-Chancellor on IT policy.

ITD: Information Technology Directorate, University of New England.

Mail List: An electronic mail list hosted on a server.

University Community: Staff and enrolled students and approved affiliates of the University of New England.

Senior Management of the University: Head of Schools and Deans (in academic areas), Directors (in administrative areas)

Appendix A

Non-University Community members eligible to be subscribed to Òne-officialÓ

1. University Partnerships
2. Members of UNE Council
3. AGBU
4. Centre for Water Policy Research
5. Institute for Rural Futures
6. National Marine Science Centre
7. Oorala
8. Student Health
9. UNE Partnerships
10. UNE Sport
11. UNE Sydney
12. UNE Tamworth
13. UNE Taree
14. UNE Union
15. UNEPA
16. UNESA
17. Yarm Gwanga