Professional Conduct
Appropriate use of electronic communication and social networking sites

The Department provides electronic communication facilities for its students and employees for educational or administrative purposes. It reserves the right to monitor and view any data stored or transmitted using the Department's facilities. By its nature, electronic communication is a fast and informal way of communicating. However, once a document or image has been sent there is no way to recall it and it exists forever.

You must, therefore, comply with the Department's Employer Communication Devices Acceptable Use Guidelines and:

- exercise good judgment when using electronic mail, following the principles of ethical behaviour
- use appropriate language in electronic mail messages
- be aware that if an issue addressed in an email becomes the subject of a legal dispute, then those emails would be discoverable: that is, the court and all parties to the dispute would be entitled to see them
- not send messages that are harassing, defamatory, threatening, abusive or obscene
- not invite students into your personal social network site, if it contains personal information or inappropriate comments or images
- remember transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden
- report any situations where you become aware of the inappropriate use of electronic communication and social networking sites.

You must never use the Department's networks to view, upload, download or circulate any of the following materials:

- sexually related or pornographic messages or material
- violent or hate-related messages or material
- racist or other offensive messages aimed at a particular group or individual
- malicious, libelous or slanderous messages or material
- subversive or other messages or material related to illegal activities.
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