



The University of Sydney

School of Public Health

Policy on Sending Emails and Attachments to Mailing Lists

1. Background

The School of Public Health administers a number of email lists which are available to staff and students of the School to send information and notices, as appropriate.

The School of Public Health IT Committee (ITC) wishes to encourage good net etiquette among staff and students of the School. When sending an email to a School list, users need to be aware that the email will be read by a large audience and that list members are often outside the School or the University.

The School of Public Health discourages the use of sending large attachments to School email lists. It is wasteful of file server storage space on the mail server and recipients' time to send attachments that can be pasted into the body of the email e.g. notices of seminars.

Forwarding an email to a third party may infringe copyright regulations. As the list members are often outside the University, that is "the public", users need to be mindful of the implications of forwarding emails and attachments to these lists.

2. Policy

2.1 General Email Etiquette

The following principles should be taken into account when sending an email to a list:

- a) The issue should be relevant to the members of the list.
- b) The email should reflect well on the sender and the School.
- c) The text should be limited to one screen if possible.
- d) Do not forward emails that contain a long list of email addresses in the body of the email.
- e) When sending an email to multiple recipients, bcc the addresses so that they are not made public.
- f) Permission should be sought from the originator before forwarding any email to the School's email lists.

2.2 Email Attachments

- a) Email attachments should only be sent to mailing lists when absolutely necessary.
- b) Whenever possible all information should be included in the body of the email message, rather than as an attachment. Further information or forms can be provided by including a link to a website where that information or document can be found. This particularly applies to notices of seminars, meetings, etc.
- c) If an attachment is necessary, enough information should be included in the body of the email so that recipients can judge whether they wish to open the attachment.
- d) Attachments should be no greater than 300kb in size

3. Monitoring and Implementation

List moderators will implement this policy by replying to senders of emails asking them to comply with the policy before an email is sent to a list.

4. Approval

By

Associate Professor Judy Simpson
Chair, IT Committee
School of Public Health

26 July 2006

5. References

(a) University Policies and Guidelines

Use of University ICT Resources <http://policy.rms.usyd.edu.au/00000ah.pdf>

Privacy Policy <http://www.usyd.edu.au/senate/policies/Privacy.pdf>

Privacy Management Plan <http://www.usyd.edu.au/arms/pdf/pmp.pdf>

(b) Legislation and other external resources

Copyright Act 1968 (Cth)

[http://www.austlii.edu.au/cgi-](http://www.austlii.edu.au/cgi-bin/disp.pl/au/legis/cth/consol_act/ca1968133/?query=title+(+%22copyright%22+))

[bin/disp.pl/au/legis/cth/consol_act/ca1968133/?query=title+\(+%22copyright%22+\)](http://www.austlii.edu.au/cgi-bin/disp.pl/au/legis/cth/consol_act/ca1968133/?query=title+(+%22copyright%22+))

Copyright regulations <http://scaletext.law.gov.au/html/pastereg/0/81/top.htm>

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