

## **I.T. ANTI-SPAM, ANTI-VIRUS POLICY**

Policy Number:

Owner Department: Information Technology Department

Approved/Effective Date: February 24, 2011

Approved By: President's Council

### **I. POLICY STATEMENT/PURPOSE**

Sonoran University maintains ancillary software tools to minimize network outages resulting from spam or virus attacks. The purpose is to establish a policy that ensures proper use of the Sonoran University email system by taking preventive measures against the proliferation of spam and computer viruses.

### **II. POLICY STATUS**

New

### **III. HISTORY/BACKGROUND**

N/A

### **IV. DEFINITION(S)**

**Spam:** mass marketed unsolicited email (junk mail).

**Virus:** software program capable of reproducing itself and usually capable of causing great harm to files or other programs on the same computer; typically delivered through email and often requires user intervention to activate (such as opening a file or web link).

### **V. SCOPE/KEY STAKEHOLDERS**

Stakeholders are defined as Sonoran University software users: Faculty, staff, and students.

### **VI. POLICY ITEMS**

#### **A. Anti-Spam Policy**

- a. Sonoran University has the authority and responsibility to manage, control, and delete junk mail to prevent the unnecessary or inappropriate use of bandwidth and to also ensure that illegal, unwanted and unsolicited advertisements are not received on the university owned network. This policy establishes appropriate

procedures to prevent email from known spammers from entering the Sonoran University email system.

- i. Spam, or junk mail, is unsolicited commercial email sent in bulk over the Internet. Spam puts both a cost and a burden on recipients by clogging up network bandwidth, consuming disk space, and wasting people's time with the nuisance of unwanted email.
- ii. To reduce this cost to the university, the email system shall use control measures, which may include but will not necessarily be limited to filters and subscription SPAM identification systems.
- iii. Sonoran University IT shall take all reasonable steps to utilize methods which minimize the blocking of email which is not Spam, but reserves the right to put into effect measures to avoid the financial and personnel costs of Spam emails.

**B. Anti-Virus Policy**

- a. The purpose of the Anti-Virus policy is to prevent infection of university computers and computer systems by computer viruses and other malicious code. This policy is intended to prevent major and widespread damage to user applications, files, and hardware and to prevent the financial losses resulting from such damage. The Sonoran University email server has virus protection software set up to:
  - i. inspect every incoming and outgoing message;
  - ii. automatically delete all email attachments that include, but are not limited to the following extensions: exe, pif, bat, and zip, and, if possible, any virus recognized;
  - iii. delete the infected message if it cannot clean the virus.

## **VII. RESPONSIBILITY FOR IMPLEMENTATION**

Network Administrator

## **VIII. RELATED POLICIES**

IT Acceptable Use Policy

## **IX. RELATED DOCUMENTS**

Anti-Spam, Anti-Virus Guidelines/Procedures

## **X. NEXT REVIEW DATE**

As needed

#### **XI. VERSION CONTROL AND CHANGE HISTORY**

Version Control	Approved By/Date	Date Effective	Amendment
1	President's Council/ February 23, 2011	February 24, 2011	
2			

#### **XII. POLICY AUTHOR/CONTACT**

Paul Collins – Senior Director of IT