

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

Policy Number:

Owner Department: Information Technology

Effective Date: February 24, 2011

Approved By: President's Council

### **I. POLICY TITLE**

I.T. Anti-Spam, Anti-Virus Policy

### **II. POLICY STATEMENT**

SCNM maintains ancillary software tools to minimize network outages resulting from spam or virus attacks.

### **III. POLICY STATUS**

New

### **IV. HISTORY/BACKGROUND**

N/A

### **V. 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).

### **VI. PURPOSE**

To establish a policy that ensures proper use of the SCNM email system by taking preventive measures against the proliferation of spam and computer viruses.

### **VII. SCOPE/KEY STAKEHOLDERS**

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

### **VIII. POLICY ITEMS**

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

- a. SCNM 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

## **ANTI-SPAM, ANTI-VIRUS POLICY**

unsolicited advertisements are not received on the College owned network. This policy establishes appropriate procedures to prevent email from known spammers from entering the SCNM 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 College, the email system shall use control measures, which may include but will not necessarily be limited to filters and subscription SPAM identification systems.
- iii. SCNM 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 College 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 SCNM 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.

## **IX. RESPONSIBILITY FOR IMPLEMENTATION**

Network Administrator

## **X. APPROVAL BODY**

President's Council

## **XI. DATE POLICY APPROVED**

February 23, 2011

## **XII. RELATED POLICIES**

IT Acceptable Use Policy

## **XIII. RELATED DOCUMENTS**

Anti-Spam, Anti-Virus Guidelines/Procedures

**ANTI-SPAM, ANTI-VIRUS POLICY**

**XIV. DATE EFFECTIVE**

February 24, 2011

**XV. NEXT REVIEW DATE**

As needed

**XVI. VERSION CONTROL AND CHANGE HISTORY**

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

**XVII. POLICY AUTHOR/CONTACT**

Stan Zalewski/Director IT