Procedure 4.0104

Electronic Mail for College Employees Procedure

Electronic mail is provided to College employees for the purposes of conducting the College business. College employees are expected to use electronic mail responsibly and professionally. College employees should not use this service for illegal, malicious, or obscene purposes. College employees are not permitted to make personal use of the College electronic mail; e.g. GroupWise or Outlook.

For security reasons and to protect the College's liability, the College reserves the right to monitor all emails either sent or received within the College email system.

When sending or forwarding electronic mail over the College network or the Internet, College employees shall identify themselves clearly and accurately. Anonymous or pseudonymous posting is forbidden, unless otherwise allowed by law to make anonymous postings.

Employees shall not send sensitive, private nor confidential information through the email system without encrypting the contents or attachment.

College employees shall avoid unnecessary network traffic and interference with other users including but not limited to:

a. Unsolicited commercial advertising by College employees is strictly forbidden. For the purpose of this Policy, "Unsolicited Commercial Advertising" includes any transmission that describes goods, products, or services and that is initiated by a vendor, provider, retailer, or manufacturer of the described goods, products, or services, or by a third party retained by, affiliated with, or related to the vendor, provider, retailer, or manufacturer. For purposes of this definition the vendor, provider, retailer, or manufacturer must be a non-governmental entity. This prohibition shall not include either (i) discussions of a product or service's relative advantages and disadvantages by users of those products or services (unless the user is also the vendor, retailer, or manufacturer, or related to or affiliated with the vendor, provider, retailer, or manufacturer), (ii) responses to questions, but only if such responses are direct replies to those who inquired via electronic mail, or (iii) mailings to individuals or entities on a mailing list so long as the individual or entity voluntarily placed his/her name on the mailing list.
b. Any other type of mass mailing by College employees. College employees shall not transmit or originate any unlawful, threatening, abusive, fraudulent, hateful, defamatory, obscene, or pornographic communication, or any communication where the message, or its transmission or distribution, would constitute a criminal offense, give rise to civil liability, or otherwise violate any applicable law.
c. College employees shall not access or attempt to gain access to electronic mail accounts to which they are not authorized.

Failure to follow acceptable use guidelines may result in the suspension or revocation of computer privileges and/or other College disciplinary action.

References

Legal References: *Enter legal references here*

Cross References: Services and Resources Policy

History

Leadership Council Review/Approval Dates: *10/18/2024*

Senior Staff Review/Approval Dates: *11/6/2013; 4/29/2024; 9/23/2024*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*