



Area: Information Technology

Policy Name: Email Use

Policy Statement: The College supports its Faculty and Staff members by providing them network resources and email access. Email is necessary to conduct educational and job-related activities. This policy is for the protection of the College's network, protecting everyone within that network, and to establish acceptable use of College issued email. The ethical and acceptable use of email is expected at all times. Employees shall have no expectation of privacy when using email or any other College provided communication system.

Procedures: Users of College-issued email addresses must use email for educational or job-related purposes at all times. Content must be considered acceptable and appropriate while at all times adhering to the College mission and vision. Email shall not be used to conduct personal business for profit, engage in abusive or harassing activities, or to disseminate illegal, objectionable or obscene materials. Email is not monitored for content by the College, but may become monitored and reviewed for reasonable cause, as required by law, or Ordered by a Court or administrative agency. Reasonable cause is justified when the College believes an individual's right have been violated, illegal activity is suspected, questionable or obscene material is involved, or any other justifiable cause the College considers to be reviewable.

Contact: Chief Student Services Officer/Human Resources Coordinator

Related:

Adopted: July 1, 2009

Updated: September 22, 2014; August 8, 2018