

## COLLEGE POLICY DOCUMENT

<b>Policy Name</b>	Email Policy	<b>Version</b>	1.2
<b>Review Date</b>	9/1/2015	<b>Next Review Date</b>	8/31/2016
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### INTRODUCTION

Use of email by MEC students and staff is permitted and encouraged where such use enables to achieve the mission and objectives of the MEC. MEC email policy is established to achieve the following:

- To establish prudent and acceptable practices regarding the use of email
- To use email in an acceptable way with respect to their roles and responsibilities
- To avoid unnecessary risks to the organization by misuse of email service

### PURPOSE

The purpose of the MEC Email Policy is to establish the rules for the use of MEC email for the sending, receiving, or storing of electronic mail.

### AUDIENCE

The MEC Email Policy applies equally to all individuals granted access privileges to any MEC information resource with the capacity to send, receive, or store electronic mail.

### DEFINITION

**Information Resources (IR):** Any and all computer printouts, online display devices, and all computer-related activities involving any device capable of receiving email, browsing Web sites, or otherwise capable of receiving, storing, managing, or transmitting electronic data including, but not limited to servers, personal computers, notebook computers, hand-held computers, personal digital assistant (PDA), distributed processing systems, network attached and computer controlled medical and laboratory equipment (i.e. embedded technology), telecommunication resources, network environments, telephones, fax machines and printers.

**Electronic mail system:** Any computer software application that allows electronic mail to be communicated from one computing system to another.

**Electronic mail (email):** Any message, image, form, attachment, data, or other communication sent, received, or stored within an electronic mail system.

## POLICY STATEMENT

### The following activities are prohibited by policy:

- Sending email that is intimidating or harassing
- Using email for conducting personal business
- Using email for purposes of political lobbying or campaigning
- Violating copyright laws by inappropriately distributing protected works
- Posing as anyone other than oneself when sending email, except when authorized to send messages for another when serving in an administrative support role
- The use of unauthorized e-mail software

### The following activities are prohibited because they impede the functioning of network communications and the efficient operations of electronic mail systems:

- Sending or forwarding chain letters
- Sending unsolicited messages to large groups except as required to conduct agency business
- Sending excessively large messages
- Sending or forwarding email that is likely to contain computer viruses
- All sensitive MEC material transmitted over an external network must be encrypted
- All user activity MEC Information Resources assets are subject to logging and review
- Electronic mail users must not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of MEC or any unit of the MEC unless appropriately authorized (explicitly or implicitly) to do so. Where appropriate, an explicit disclaimer will be included unless it is clear from the context that the author is not representing the MEC. An example of a simple disclaimer is: "the opinions expressed are my own, and not necessarily those of my employer"
- Individuals must not send, forward or receive confidential or sensitive MEC information through non-MEC email accounts. Examples of non-MEC email accounts include, but

are not limited to, Gmail, Hotmail, Yahoo mail, AOL mail, and email provided by other Internet Service Providers

- By default sending to ALL Staff and ALL students is not permitted. Sending to all staff and student groups is based on an approval from the HoD concerned
- Mail Box size can be increased based on an approval from the HoD concerned

### **DISCIPLINARY ACTION**

Violation of this policy may result in disciplinary action which may include warning, termination for employees and temporaries; a termination of employment relations in the case of contractors or consultants; dismissal for interns and volunteers; or warning, suspension or expulsion in the case of students. MEC reserves the right to notify the appropriate law enforcement authorities of any unlawful activity and to cooperate in any investigation of such activity.

### **REFERENCE (OPTIONAL)**