

Waycross College

Electronic Mail Policy

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Status:

- Draft
- Approved

Responsible University Officer

Director of Computer Services

Responsible Coordinating Office

Computer Services

Online Publication

<http://www.waycross.edu/compserv/itpolicy/>

1. Scope

This policy applies to all electronic mail (email) systems and services residing within, provided by, or owned by Waycross College; and all users, holders, and uses of Waycross College email services; and all Waycross College email records in the possession of its employees or other email users of email services provided Waycross College.

This policy applies only to email in its electronic format. This policy does not apply to printed copies of email. Some other records management policies, such as the Georgia Open Records Act, do not distinguish among the media in which records are stored.

2. Policy

2.1. Authorized Use

Waycross College's emails systems generally must be used for academic, business, or college authorized activities only. Incidental personal use is permissible as long as it does not interfere with worker productivity, impose on the rights of other individuals, and does not preempt any business activity or system resources. News feeds, electronic mailing lists, and other mechanisms of receiving information over the Internet must be restricted to material that is related to the academic and / or business of the college and the duties of the receiving individual.

2.2. Privacy

By using of Waycross College systems, users consent to permit all information they store on Waycross College information systems to be divulged to law enforcement or the administration. Waycross College is committed to respecting the privacy rights of its users, including their reasonable expectation of privacy. However, it may be necessary to occasionally intercept or disclose, or assist in intercepting or disclosing, email. Only Computer Services staff or other designated investigative units, under the direction of the Director of Computer Services and relevant executive management, are authorized intercept or disclose email. All Open Records requests will be processed by the Waycross College Open Records designee, in consultation, if necessary, with the Board of Regents Legal Affairs.

Waycross College cannot guarantee that email will be private. Users of email must be aware that email can, depending on the technology, be forwarded, intercepted, printed, and stored by others. Email that is not encrypted can be viewed by other than the intended recipient while in transit or on email servers. Because messages can be stored in backups, electronic mail may be retrievable when a traditional paper letter would have been discarded or destroyed.

2.3. Contents of Messages

Users must not use profanity, obscenities, or derogatory remarks in email messages. Users must concentrate on business matters in Waycross College email. As a matter of standard business practice, all Waycross College email must be consistent with conventional standards of ethical and polite conduct.

Sexual, ethnic, and / or racial harassment, and unwanted / unsolicited bulk email is strictly prohibited. Users who receive offensive unsolicited material should contact Computer Services for assistance with stopping such unwanted material.

2.4. Email Systems Monitoring

Consistent with generally accepted business practice, Waycross College monitors aggregate statistical data about its systems. Waycross College Computer Services staff monitors the use of email systems to ensure the availability, reliability, and security of these systems. In the event Computer Services staff notices a problem, anomaly, or vulnerability with the systems, more in-depth examination of the systems may need to be performed. In all cases, the privacy of users will be respected as much as possible.

2.5. Security Alerts

Users must promptly report all security alerts, warnings, reported vulnerabilities, suspected security vulnerabilities or problems they notice to Computer Services via the online work order system or email at abuse@waycross.edu .

2.6. Enforcement

Any faculty, staff, or student found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

2.7. Use at Your Own Risk

Users access the Internet using Waycross College resources at their own risk. Waycross College is not responsible for material viewed, downloaded, or received by users through the Internet. Email systems may deliver unsolicited messages that contain offensive material.