

St. Norbert College Employee E-mail Policy

Introduction

St. Norbert College provides e-mail as part of the computing and networking facilities and services to support its educational mission. E-mail accounts are automatically created for students and employees of the College. College-provided e-mail use by students, faculty, staff, and other members of the College community is a requirement and a right that is accompanied by a corresponding responsibility to use it in an appropriate manner. All use of e-mail must be congruent with other College policies, including the College's Mission and the Computing and Networking Appropriate Use Policy.

E-mail is considered an official method of communication at St. Norbert College because it delivers information in a convenient, timely, cost effective, and environmentally responsible manner.

Confidentiality and Privacy

The computing infrastructure supporting e-mail is the property of St. Norbert College, as is all material stored on it, including e-mail messages. The College treats individual communications as confidential and will only examine or disclose their contents

- when authorized by the owner, or
- when required to evaluate and/or adjust the e-mail system to ensure effective operation, or
- when directed by the combined authorization of the Director of Information Technology and the appropriate Vice President. Such actions will be taken when:
 - there is evidence or presumption of violation of civil or criminal laws or when required by legal obligations or responsibilities;
 - there is evidence or presumption of violation of College policies;
 - there is concern about the safety or well-being of a member of the College community.

However, e-mail is inherently an insecure communications medium, and no one should expect its confidentiality to be guaranteed. In general, e-mail is not appropriate for transmitting sensitive or confidential information.

Appropriate Use of E-mail

- Apply common sense and civility to your use of e-mail. Respect the sacred dignity of others.
- Identify yourself clearly and accurately in e-mail. Never conceal or misrepresent your name or affiliation.
- Always include an appropriate subject line and enough descriptive text in the body of the message to ensure that the message will not be misinterpreted as spam or a virus.
- Avoid disseminating computer viruses or other programs that may damage or place excessive load on e-mail or other College resources.
- Refrain from sending chain mail and junk mail. These are mass mailings unrelated to College activities that are unlikely to be wanted by most recipients.
- Treat e-mail messages and attachments as private and confidential, unless the author(s) make them explicitly available to others.
- Only authorized users may send broadcast e-mail (sending the same message to groups of employees or students). Please contact Information Technology for information on the use of broadcast e-mail lists.
- Respect the copyright, intellectual property rights, contracts and/or licenses of others, including the College.
- Avoid including lists of e-mail addresses in messages to protect the individuals' privacy. Use discussion lists or the BCC option, and edit out lists of e-mail addresses before forwarding messages.

Sanctions

Sanctions for inappropriate use of e-mail and other computing and networking resources are described in the St. Norbert College Computing and Networking Appropriate Use Policy.

Expectations for E-mail Use

E-mail is an official method of communication at St. Norbert College. Employees are expected to check their St. Norbert College e-mail on a frequent and consistent basis in order to remain informed of College-related communications. Employees are responsible for the consequences of not reading College-related communications sent to their official St. Norbert College e-mail account in a timely fashion.

With the exception of certain temporary employees, every employee is given an e-mail account upon hire; this account is maintained as long as the employee remains employed by the College.

While employees may use other e-mail systems (such as Yahoo and Hotmail) for personal communication, all official College e-mail communication must come from a St. Norbert College e-mail address.

For those employees without regular access to computers, important College communications are posted on bulletin boards, and computers designated for staff use are available in various locations around the College.

Employees are responsible for ensuring that they do not allow their e-mail accounts to overflow. The College is not responsible for communications that are lost due to a lack of e-mail account maintenance.

*Approved by
Computer Services Advisory Committee
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