

Policy Number		Policy Title	
6004.01		Email Usage and Retention Policy	
Contacts and Dates			
Responsible Office		Policy Owner	
Spelman Technology Services		VP/CIO	
Effective Date	Last Updated	Next Review	
07/01/2016	08/01/2018	08/01/2019	
Policy Description			
Policy			

### Purpose

Email services are provided to the Spelman College community in support of the teaching, learning and administrative functions to carry out the mission of the College. Users of Spelman email services are expected to act in accordance with the Acceptable Use of Information Technology Resources with professional and personal courtesy and conduct. Email may not be used for unlawful or solicitation activities. This policy and related policies provide the framework in which all email services are provided and used at Spelman College.

### Scope

Email services are provided to:

- Faculty (full-time, part-time, and adjunct faculty)
- Full-time and part-time staff
- Contract and temporary staff
- Retired faculty or staff
- Students

### Policy

#### Faculty & Staff

The College provides email accounts to conduct College business. Every employee has the responsibility to maintain and enhance the College's public image and to use the College's email system in a responsible and productive manner that reflects well on the College. Access to the College's email is disabled at the time of separation from the college, except for those who separate upon retirement.



## **Students**

Students provided are provided email accounts to support learning and for official communication by and between the College and themselves. Students are granted access to email upon admission and enrollment. If the student does not enroll during the accepted semester, the account is disabled. After enrollment and subsequently graduating or leaving the College, the Alumnae Email Policy governs the use of the email account.

- Solicitation of non-College business, or any use of the College email system for personal gain, is prohibited. College email accounts may not be used for:
- Transmitting, retrieving, viewing, or storage of any communications of a discriminatory nature, or materials that are obscene or “X-rated.”
- Harassing email messages of any kind is prohibited.
- Sending derogatory or inflammatory messages about an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference shall not be transmitted.
- Sending email messages with abusive, profane, or offensive language.
- Sending email messages or attachments that are illegal, against College policy, or contrary to the College's best interests.
- Sending spam-related email messages.

Each employee and student is responsible for the content of all text, audio, or images that they place or send over the College's email system. All email messages must contain the identity of the sender and may not be masked

Any messages or information sent by an employee to another individual outside of the college via an electronic network (e.g., blog, IM, bulletin board, online service, or Internet) are statements that reflect on the College. While some users include personal “disclaimers” in electronic messages, there is still a connection to the College, and the statements may legally be tied to the College. Therefore, we require that all communications sent by employees via the College's email system comply with all college policies and not disclose any confidential or proprietary College information.

## **Privacy**

There should be no expectation of privacy. The College reserves the right to monitor email content ensuring that the email system is used for appropriate purposes.

## **Personal Email Accounts**



No College-related communication is permitted using personal email accounts, as the communication may be subject to the College's email usage and retention policy.

### **Retention and Archiving**

College communications of any kind need to be retained as you would any other College document. Emails deleted from your email file are retained for archive purposes. Email messages are automatically deleted from your email file after 18 months. Under the College's document retention policy, emails are kept archived for five (5) years before being permanently deleted.

### **Email Broadcast**

Broadcast emails are emails sent to "Spelman College Faculty & Staff" and/or "All Students". Broadcast emails are allowed only from faculty and staff designated and approved by the Provost or Vice President of each division. Users are able to email departmental or other distribution groups of which they are a member.

### **Violations**

Violation of this policy may be subject to the College's appropriate disciplinary process. The College may impose an interim suspension of services or block access to an account during the investigation process.

Users found in violation may be denied access to College information technology resources and may be subject to other disciplinary action, both within and outside of the College. Violations will normally be handled through the College's disciplinary procedures. For example, alleged violations by students will normally be investigated, and any penalties or discipline will be imposed by the Office of the Dean of Students. Faculty and staff alleged violation will be handled by the Office of Human Resources.

The College may also refer suspected violations of the law to appropriate law enforcement agencies.

### **Definitions**

#### **Spam:**

- Sending of unwanted email of any kind using a College email account.
- Irrelevant or inappropriate messages sent to a large number of recipients.

**To Whom Policy Applies**

To whom and/or what the policy applies; lists groups who must know and adhere to the policy

- All College (Faculty, Staff, Students, Trustees, Contractors [unless otherwise negotiated])
  Divisional
  Unit/Department Specific

**Internal & External Regulation or Related Policies**

Acceptable Use of Information Technology Resources  
Alumnae Email Policy

**Tags**

N/A

**Implementation**

**Procedures**

N/A

**Monitoring**

N/A

**Exceptions/Exclusions (If applicable)**

N/A

**Background and History**

**Administrator Access (Policy Owner)**

**Review, Approval, and Change History: Policy is required to be reviewed annually**

Date (MM-DD-YYYY)	Reviewed by Policy Owner	Brief Description of Change (if applicable)	Change/Update Approved by (title, not name)
03-27-2018	<input type="checkbox"/>	Addition of student components and Alumnae Email Policy reference	
04-25-2018	<input type="checkbox"/>	Modified privacy verbiage Monitoring section removed Added violation statement Expanded Spam definition	
	<input type="checkbox"/>		