SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: **Employee E-mail Policy** (Formerly**: Electronic Mail Communication**)

EFFECTIVE DATE: Oct. 4, 2001 / Revised : January 21, 2010

The Employee E-mail Policy will be consistent with and not supersede other Southwest Tennessee Community College policies, including the Information Systems "Acceptable Usage Policy 4:00:00:00/5."

PURPOSE

This policy establishes the appropriate use of employee e-mail at Southwest Tennessee Community College. The policy is not intended to address the ownership of intellectual property stored or transmitted through the College's e-mail system. Ownership of intellectual property is governed by law.

POLICY

Southwest Tennessee Community College recognizes that principles of academic freedom, freedom of speech, and privacy hold important implications for the use of electronic communications. The College respects the privacy of electronic communications in the same way that it respects the privacy of paper correspondence and telephone conversations. However, employee privacy does not extend to the employee's work related conduct or to the use of College-provided equipment or supplies. Personal use of e-mail is a privilege, not a right. As such, the privilege may be revoked at any time. Abuse of the privilege may result in appropriate disciplinary action. Each Southwest Tennessee Community College employee should be aware that the following practices and procedures might affect your privacy in the workplace.

Source of Policy: Revision

Related Policy: 4:00:00:00/14

**Responsible   Vice President for
Administrator: Information Services**
TBR Policy Reference: N/A
TBR Guideline Reference: N/A

Approved: **Date: January 21, 2010**
                    President

PRACTICES & PROCEDURES:

1.1   Administration's Right to Access Information.

A)   E-mail is available at Southwest Tennessee Community College to facilitate quick, reliable, and cost-effective College communications among staff, faculty, and students. Although each member of the College community has an individual password to access this system, the system belongs to the College and the contents of e-mail communications are accessible at all times by Southwest Tennessee Community College for any business purpose.

B)   All e-mail correspondence in the College's communications systems is the property of the College, regardless of where it may have originated.

C)   Employee e-mail communications are not considered private despite any such designation either by the sender or the recipient.

D)   Employees should be aware that messages sent to recipients outside of the College, if sent over the Internet and not encrypted, are not secure. Accordingly, no College students, or client confidential information should be sent over the Internet except by the College's approved means. Secure Copy or Secure FTP are approved by the College for file transfers of confidential information.

E)   **As stated in the Southwest Tennessee Community College Acceptable Usage Policy**, the College does not routinely inspect, monitor, or disclose electronic communications without the holder's consent. Nonetheless, the College reserves the right to inspect, monitor, or disclose electronic communications under compelling circumstances. These circumstances include, but are not limited to:

   i)   As a result of legal discovery, writ, warrant, subpoena, etc.
   ii)   When there is a threat to the computer system's integrity or security as determined by the system administrator.
   iii)   To enforce policies against harassment and threats to individuals.
   iv)   To protect the College or its employees and representatives against liability or other potentially adverse consequences.
   v)   When there is significant reason to believe Southwest Tennessee Community College policies have been violated.
   vi)   These actions must be requested by a member of the senior staff for their department reporting structure and/or the Executive Director of Human Resources. These requests are directed to the Executive Director of Information Systems.
   vii)   The existence of passwords and "message delete" functions do not restrict or eliminate the College's ability or right to access electronic communications. Even deleted messages may be recovered and reviewed.

viii)   Employees who use their own equipment to connect to the College's information systems from outside the campus premises or from home should know that any communications that are delivered to or sent through the College's communications systems may leave copies behind on the College system, are not private, and are subject to all of the terms and provisions of this policy statement.

2.1   User Accounts

A)   Each employee of Southwest Tennessee Community College shall be granted an e-mail account.

B)   The primary method of communication to all faculty, staff and students shall be through College e-mail. The College has the right to expect that those communications will be received and read in a timely fashion.

    i)   All College employees must maintain their e-mail accounts so that they are available to receive important communication from the College. The College expects that all employees check their College e-mail account on a frequent and consistent basis in order to stay current with College communications and to respond in a timely fashion to any time sensitive inquiry.

    ii)   It is recommended that all College employees utilize the archival utility feature to relocate e-mails older than 6 months to a .pst file if such files are needed for continued reference. This will maximize your e-mail disk space quota. Assistance setting this feature up is available by logging a Helpdesk ticket with Client Services.

    iii)   Failure to maintain your College e-mail account may be cause for disciplinary action up to and including termination.

    iv)   It is the responsibility of the user to protect access to their e-mail account with a private password. Employees shall not share e-mail account passwords, provide e-mail access to an unauthorized user, or access another user's e-mail box without authorization. **Further information is available in the College Electronic Information Security Policy 4:02:20:00/37 which describes the standards for the creation of strong passwords, the protection of those passwords and the frequency of change.**

    v)   Email account holders will not be asked for any personally identifiable information such as their username, password or any other similar information.

3.1   Message Content

E-mail messages from the Southwest Tennessee Community College e-mail system reflect upon the College. **Refer to Southwest Acceptable Usage Policy 4:00:00:00/5 section 1.2.2 Unacceptable Uses of Information Technology Resources for further information.**

A)   Offensive, demeaning or disruptive messages are prohibited. This includes, but is not limited to, messages that are inconsistent with the College's policies concerning equal employment opportunity and sexual or other unlawful harassment.

B)   The use of the "All," "Macon," and "Union" distribution lists on the College's e-mail system will be limited to Deans, Executive Directors, Directors, Department Chairs, and members of the President's Senior Staff. Any official information that needs to be sent by an associate of a department will be sent to "ALL" by the appropriate Dean, Executive Director, Director, Department Chair or Senior Staff member. Information regarding unofficial announcements, etc. should be submitted to the *SCOOP* for publication.

C)   Employees should be aware that when sending an e-mail message of a personal nature, there is always the danger of the employee's words being interpreted as official College policy or opinion.

4.1   Personal E-mail

A)   E-mail should not be used for any personal monetary interests or gain.

B)   Employees should not subscribe to mailing lists or mail services strictly for personal use.

C)   Personal e-mail should not impede the conduct of College business.

D)   Chain e-mail should be deleted immediately upon receipt and not forwarded to any other employees. Circulating chain e-mail results in an enormous volume of messages on the network, which may impede the ability of the College to conduct legitimate business.

5.1   E-mail Virus Protection

Employee e-mail is protected from viruses by antivirus software and hardware. It is recommended that employees also take appropriate precautions and load antivirus software on their personal computers with which they plan to access College information systems.

6.1   Meta Policy

Policy maintenance, communication, and storage are in accordance with Southwest's Acceptable Usage Policy part 4.

All users of Southwest Tennessee Community College computer and telecommunications resources are expected to read and abide with the Information Systems Acceptable Computer Usage Policy 4:00:00:00/5.