

## **Drake State Community and Technical College College Email Policy and Procedures**

### **1.0 Purpose**

To maintain the integrity of the campus email system and the public image of Drake State Community and Technical College and set standards for email retention and archiving.

### **2.0 Scope**

This policy covers appropriate use of any email sent from a Drake State Community and Technical College email address and applies to all individuals utilizing Drake State Community and Technical College email system.

When email goes out from Drake State Community and Technical College, the general public may view that message as an official policy statement from Drake State Community and Technical College.

- Threats
  - Harassment
  - Theft
  - Violation of copyright, trademark or defamation law
- transmission without proper authority
- security measures on any electronic communications system

In addition to illegal activities, the following electronic mail practices are expressly prohibited:

- Entry, examination, use, transfer, and tampering with the accounts and files of others, unless appropriately authorized pursuant to this policy
- Altering electronic mail system software or hardware configurations
- Interfering with the work of others or with DSCTC IT resources
- Disseminating sexually graphic or obscene messages

College email services may not be used for non-college commercial activities, personal financial gain, non-approved charitable activities, or for the advancement of any political agenda or

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Electronic mail users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the college or any unit of the college unless expressly authorized to do so.

College email services may not be used for purposes that could reasonably be r (ot) 5 (16m)2.5 (a) 96maay ec buha,.0059

students would be considered a mass emailing. This policy is applicable to such messages whether sent by using system generated email lists or a personally constructed list of addresses.. Sending a message to members of a club or a group of friends does not constitute a mass emailing. Sending messages to groups, committees, or divisions also does not constitute a mass emailing.

When replying to a mass email, special consideration should be made **not** to consume resources by replying to all members. A user should never reply-all to a mass email. If further information is needed, please reply to the sender only or contact the administrator responsible for the email.

There are two basic types of college-wide and email distribution lists:

- All Employees
- All Students

The following individuals may be authorized to access college-wide email distribution lists

- Deans
- Directors
- IT Administrators
- Administrative Assistants to the President and Vice President

### **3.4 Confidentiality and Security**

- Official email to registered students should only be sent to the campus email addresses. Email to a non-campus email address cannot contain any information protected under FERPA.
- Faculty and staff must only use campus email for official email correspondence.
- Email is subject to the Open records Act.
- The College does not routinely monitor or screen electronic mail. However, the College has the right, consistent with this policy and applicable law, to access, review and release all electronic information that is transmitted over or stored in campus systems or facilities, whether or not such information is private in nature, and therefore, confidentiality or privacy of electronic mail cannot be guaranteed or expected. Because of the nature of the medium, the need for authorized staff to maintain electronic mail systems, the college's accountability as a public institution, situations involving the health or safety of people or property, violations of college regulations, policies, or laws, other legal responsibilities or obligations of the college, or the locating of information required for college business, IT staff may review and disclose the content of messages stored in college email.
- Employees who resign, retire or otherwise terminate employment will have their email accounts terminated. Such employees should be aware that their email accounts will be accessed by their supervisors in order to continue to conduct college business after they leave. Supervisors seeking such access must send a request to the Help Desk to obtain access to the account. (See Employee Separation Procedure for further detail.)
- Users should exercise extreme caution in using email to communicate confidential or sensitive matters and should not assume that their electronic mail is private or confidential.
- Users are responsible for safeguarding their account information and passwords, and for using them only as authorized. Each user is responsible for all electronic mail transactions made under the authorization of his or her account.
- Users on an extended leave of absence or FMLA may have the option of forwarding their email to their supervisor or other authorized personnel designated by the supervisor. Supervisors needing access to the employees' email may initially request access from the employee. Any such access and approval should be documented with the DSCTC IT department for future reference. If the employee does not approve the supervisor access, the president may override the decision of the employee and grant the supervisor access.

### **3.5 Use of email for Official Correspondence and /or File Storage**

Drake's electronic communications system (email) is a message transmission system and therefore should not be used as a file storage or file management system. The email system should not be

used to store documents or email messages that are the basis for official action, historical record, or truly official communication. Email should not be used for document retention purposes, even if it is archived with the intent to save it. If a particular email needs to be saved for official document retention purposes, it should be printed or saved as a separate document.

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