Bronx Community College

E-mail Policy

Purpose and Goals

E-mail is one of <u>Bronx Community College's</u> core internal and external communication methods. The purpose of this policy is to ensure that e-mail systems used by College students, faculty and staff support the College's education, research and public service missions to the fullest extent. This policy advises all users of the College e-mail system of their responsibilities and provides guidance in managing information communicated by e-mail. This policy incorporates and supplements the CUNY Computer User Responsibilities found at www.cuny.edu/abtcuny/policies/comp_user.html.

Use of E-Mail

The College provides e-mail services for its students, faculty, staff and other authorized persons for their use when engaging in activities related to their roles at the College. Access to e-mail is a valuable tool in the pursuit of excellence at the College and is a privilege with certain accompanying responsibilities. The same standards of conduct that are expected of College students, faculty, and staff regarding the use of other College facilities, services and resources apply to the use of e-mail.

Users may not use the College e-mail system for illegal or unethical purposes, for personal commercial use or personal financial or other gain, or for any other purpose that would jeopardize the legitimate interests of the College. Use of the College e-mail system by outside organizations not authorized to use College facilities is also prohibited. E-mail users are prohibited from accessing another user's e-mail without permission.

Incidental personal use of College e-mail is permitted when such use does not interfere with College operations, does not compromise functioning of CUNY or College computer resources, does not interfere with the user's employment or other obligations to the College, and is otherwise in compliance with this policy.

Privacy and Access

College e-mail system administrators will **not** routinely monitor an individual's e-mail and will take reasonable precautions to protect the privacy of e-mail. However, e-mail is **not** completely confidential and private. College e-mail system administrators and/or other authorized persons may access e-mail

- when there is a reasonable basis to believe that this policy or federal, state or local law has been violated;
- to diagnose and resolve technical problems involving system hardware, software, or communications; and
- as otherwise required or permitted by law.

In addition, e-mail messages sent or received in conjunction with College or CUNY business may be releasable to the public under the New York State Freedom of Information Law. **All** e-mail messages, **including personal communications**, may be subject to discovery proceedings in legal actions.

Security

E-mail security is a joint responsibility of College e-mail system administrators and e-mail users. Users are responsible for taking all reasonable precautions, including safeguarding and changing passwords, to protect the e-mail account and prevent use by unauthorized individuals.

Management and Retention of E-mail Communications

Applicable to all e-mail messages and attachments

Since e-mail is a communications system, messages should not be retained for extended periods of time. If a user needs to retain information in an e-mail message for an extended period, he or she should transfer it from the e-mail system to an appropriate electronic or other filing system. **College e-mail system administrators are authorized to remove any information retained in the e-mail system that is more than 90 days old. Backup of e-mail messages is not required of the e-mail system technical staff. If a user loses current messages due to a system failure, the College will restore the e-mail with empty folders.**

Enforcement

Violation of this policy may result in suspension and/or termination of an individual's e-mail account, disciplinary action by appropriate College and/or CUNY authorities, referral to law enforcement authorities for criminal prosecution, and/or other legal action, including action to recover civil damages and penalties.

All e-mail users should:

- Be courteous and follow accepted standards of etiquette;
- Protect others' privacy and confidentiality;
- Refrain from using the College e-mail system for personal commercial purposes or other gain;
- Protect their passwords;
- Remove personal messages, transient records, and reference copies in a timely manner; and
- Comply with College and CUNY policies, procedures, rules and regulations.