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Policy Name: Electronic Messaging Acceptable Use

Policy Number: J-5

Functional Area(s) Responsible: Information Technology

Owner(s) of Policy: Information Technology

Most Recent BOT Approval Date: March 2011

Most Recent Review Date: Spring 2023

Most Recent Review/Revision Type: none minor/non-substantive substantive/extensive

Policy Statement:

Access to FLCC electronic messaging facilities (including employee and student E-mail) is granted to members of the college community to conduct College business/instruction with the understanding that such access is a privilege and carries with it certain responsibilities. Users of college-provided electronic messaging capabilities must recognize that these resources are a form of professional communication to which relevant Human Resources policies, and applicable Federal and New York State laws apply.

Failure to adhere to acceptable use of FLCC electronic messaging facilities can result in loss of access to these resources.

Reason(s) for Policy:

To inform users of FLCC electronic messaging resources on expectations for acceptable use as well as User responsibilities.

Applicability of Policy:

This policy applies to all individuals with access to College-provided electronic messaging capabilities.

Definitions:

Electronic Messaging

Any electronic resources used to deliver text and/or video messages through e-mail or web-based technologies (including web sites, blogs, wikis, etc.).

Acceptable Use

FLCC electronic messaging facilities are provided for internal and external communications that serve legitimate college functions and purposes. The information communicated over FLCC electronic messaging systems is subject to the same laws, regulations, policies, and other requirements as information communicated in other media formats. The use of FLCC electronic messaging facilities is subject to all provisions of the FLCC Network Usage policy.

Unacceptable Use

The act of non-compliance with the FLCC E-mail use policy constitutes misuse.

Unacceptable use includes, but is not limited to use of FLCC's electronic messaging facilities:

- for personal profit
- for political purposes

- to interfere with the privacy, security, and legitimate work of others
- to interfere with the performance of the network
- to perform unauthorized copying or transmission of software
- to attempt to violate any connected computer system's security
- to access data being transferred through the network or files on any computer connected to the network without the owner's permission
- to spread computer viruses, Trojan horses, worms or any program designed to violate security, interfere with the proper operation of any computer system, or destroy another user's data
- to transmit "chain letters," unsolicited commercial e-mail (UCE)
- in any manner which violates any federal, state, or local law
- involving the use of a username or account belonging to another individual without their permission
- employing subterfuge to avoid being charged for use of the network or any computer systems attached to it
- for the transmission of material that is harassing or unlawful

Related Documents:

- FLCC Network Usage policy
- FLCC Sexual Harassment Policy
- FLCC Workplace Violence Policy
- FLCC Non Discrimination Non Harassment Policy

Procedures:

Those individuals who apply for and are granted a computer account for access to FLCC network computer resources are solely responsible for any misuse of that account. Passwords should never be given out to other users. Each user is responsible for the security of his/her own password. FLCC is not responsible for restoring lost data due to user mismanagement.

FLCC electronic messaging facility users must comply with established rules and guidelines. No set of rules can cover every contingency, and these rules and guidelines will be periodically reviewed and updated.

E-mail Backups and Storage

Since e-mail is a communications system with finite storage, unneeded messages should not be kept for extended periods of time. Users should remove all unneeded e-mail communications in a timely fashion. E-mail system backups are maintained for 30 days for recovery of systems only. Backups are not intended, nor should they be relied upon, to restore data lost or deleted by users. If a user needs to store information in an e-mail message for an extended period, they should transfer it to an appropriate electronic, hardcopy, or other filing system.

User Responsibilities and Procedures

If FLCC IT personnel request that you cease an electronic messaging activity because of its negative impact on the network or other users, you are expected to cease that activity immediately. Users are responsible for maintaining the size of their mailbox to correspond to limits established by the IT division. The individual who applied for a computer account to access FLCC's electronic messaging facilities is responsible for any misuse of those facilities performed with that account. Users should change their passwords often in order to protect users and their data.

Content Disclaimer

FLCC is not responsible for material viewed or downloaded by users from the Internet using FLCC's electronic messaging facilities. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that some of these pages may include offensive, sexually explicit, and inappropriate material.

Privacy

FLCC e-mail and electronic messaging resources are not personal and private. FLCC IT and other administrative staff may access user data for legitimate business purposes, to troubleshoot, diagnose and resolve technical problems, and to investigate possible misuse of FLCC computer systems and resources.

E-Mail Distribution Lists

E- mail distribution lists appearing in the Global Address Book shall be protected by access permissions for posting rights in order to enhance policy compliance. The owner of each distribution list is responsible to maintain the list of those with posting access rights for their distribution list, as well as the membership of the list.

Forms/Online Processes:

None

Appendix:

None