



## POLICY 8300

### EMAIL

**Policy Category:** Information Technology

**Area of Administrative Responsibility:** Information Technology Services

**Board of Trustees Approval Date:** April 17, 2018

**Effective Date:** April 18, 2018

**Amendment History:** N/A

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## PURPOSE

The purpose of this policy is to ensure the proper use of Nassau Community College's (NCC) e-mail system by its students, faculty, and staff. Electronic Mail (e-mail) is a tool provided by the College to complement traditional methods of communication and to improve education and administrative efficiency. Users have the responsibility to use this resource in an efficient, effective, ethical and lawful manner. Use of the College's e-mail system evidences the user's agreement to be bound by this policy.

## SCOPE

This policy applies to any student, faculty member, staff member, employee, or other individuals who have received appropriate authorization to use the College's email system.

## POLICY

### A. Official Use:

1. Nassau Community College owns all College email accounts and provides the accounts for educational purposes and business operations. Use of College email is subject to underlying copyright and other intellectual property rights under applicable laws and College policies. Data transmitted or stored using College email accounts is stored on a College system and becomes the property of the College.

2. Nassau Community College electronic mail services are College resources, which are intended to be used for instruction, instructional support, faculty advising, research, service, administration, and college-related correspondence in support of the College's mission.
3. Nassau Community College provides these electronic mail services to students, faculty, staff, and other authorized persons who are affiliated with the College for their use when engaging in activities related to their employment or studies at the College.
4. Access to electronic mail is an essential tool that imposes on users certain accompanying responsibilities. The same standards of conduct that are expected of students, faculty, and staff regarding the use of other College facilities, services, and resources apply to the use of electronic mail.

**B. Personal Use:**

College electronic mail services may be used for incidental personal purposes provided that such use:

1. Does not directly or indirectly interfere with the College operation of computing facilities or electronic mail services.
2. Does not interfere with the electronic mail user's employment or other obligations to the College.
3. Does not violate this policy, Policy 8100 Use of College Computer Resources policy, Policy 8200 Network Security, or any other applicable policy, procedure or law; and provided that the use is not for personal financial gain, does not pose a conflict of interest, and does not constitute harassment, defamation, copyright violation or any other illegal activities (see the section entitled "Misuse", below).
4. There should be no expectation of privacy in regard to electronic mail messages of a personal nature sent or received from College email accounts or while utilizing College computers.

**C. Confidentiality and Security:**

1. Only a Nassau Community College email account should be used when conducting College business. The use of personal email accounts to conduct College business, or to represent oneself or one's enterprises on behalf of the College, is prohibited.
2. Official email to registered students should only be sent to NCC student email addresses. It is prohibited to use NCC email to convey to a non-NCC student email address any information protected under The Family Educational Rights and Privacy Act.
3. Email is subject to the New York State Freedom of Information Law (FOIL), and may be disclosed pursuant to a FOIL request.
4. 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

for verified and legal reasons all electronic information that is transmitted over or stored in College Systems or facilities, whether or not such information is private in nature. Therefore, confidentiality or privacy of electronic mail cannot be guaranteed.

5. The accounts of terminated employees will be inaccessible to them immediately on termination. Such employees should be aware that their supervisors will have access to their email accounts in order to continue to conduct College operations after their separation from the College.

**D. Misuse:**

1. Using electronic mail for illegal and/or inappropriate activity is strictly prohibited. This includes, but is not limited to: obscenity, child pornography, threats, bullying, cyber-stalking, harassment, theft, attempting to gain unauthorized access to data or attempting to breach any security measures on any electronic communications system, attempting to intercept any electronic communication transmission without proper authority, and violation of copyright, trademark or defamation law.
2. 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; or interfering with the work of others or with College or other computing facilities.
3. College electronic mail 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.
4. 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.
5. College email services may not be used for purposes that could reasonably be expected to cause, whether directly or indirectly, a strain on any computing facilities, or interference with others' use of electronic mail or electronic mail systems. Such uses include, but are not limited to, the use of electronic mail services to:
  - a. Send or forward chain letters.
  - b. "Spam" – that is, to exploit listservs or similar systems for the widespread distribution of unsolicited mail.
  - c. "Letter-bomb" – that is, to resend the same email repeatedly to one or more recipients.
  - d. Knowingly send or transmit computer viruses.

**E. Emeritus Email:**

Employees who are granted Emeritus status by the Board of Trustees, and who do not continue in the employment of the College as an adjunct or part-time employee, will be issued a new

“NCC emeritus” email account that may be revoked at any time at the discretion of the Chief Information Officer (CIO) or designee. Access to other NCC systems will be revoked as per the College’s Network Security Policy (see Policy 8200).

**F. Access to College-Wide/Group Email Distribution Lists:**

1. By default employees of the College are placed into various “standard” email distribution lists based on their job function/department (full time faculty, part time faculty, administration, etc.).
2. ALLCAMPUS distribution list is used for official College communication. Limited access is granted to send from this list.
3. Creation and membership of requested “ad hoc” email distribution lists will require departmental and Information Technology Services (ITS) Management approval.
4. Access to the email distribution lists shall be revoked when employment is terminated.

**G. Access to a Class Email Distribution List:**

Access to class email distribution list is provided by an automated process based on the class assignments and enrollments in the Student Information System (SIS) used at the College.

**ENFORCEMENT**

If the College determines that a violation occurred, the user’s account may be immediately suspended, or their privileges may be revoked. Any violations of local, state or federal law will be referred to the proper law enforcement authorities.

In addition, violation of this policy will result in disciplinary action as follows:

- A. Students will be subject to disciplinary charges brought under the Student Code of Conduct.
- B. Employees who are part of a bargaining unit will be subject to disciplinary action brought under their respective collective bargaining agreement.
- C. Employees who are not members of a bargaining unit will be subject to discipline by their supervisor.
- D. Third parties who fail to abide by this policy will be dealt with as appropriate under the circumstances.