

# College of Coastal Georgia

## E-mail Usage Policy

### INTRODUCTION

College of Coastal Georgia provides electronic mail resources to support its work of teaching, scholarly research, and public service. This administrative policy statement sets forth the College's policy with regard to use of, access to, and disclosure of electronic mail to assist in ensuring that the College's resources serve those purposes.

### STATEMENT OF POLICY

#### A. Privacy, Confidentiality and Public Records Considerations

1. College of Coastal Georgia will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communication, the College can assure neither the privacy of an individual user's use of the College's electronic mail resources nor the confidentiality of particular messages that may be created, transmitted, received, or stored thereby.

#### B. Permissible Uses of Electronic Mail

##### 1. Authorized Users

Only College of Coastal Georgia faculty, staff, retirees, and students and other persons who have received permission under the appropriate College authority are authorized users of the College's electronic mail systems and resources.

##### 2. Purpose of Use

The use of any College resources for electronic mail must be related to College business, including academic pursuits. The College's computers, network facilities, and resources for electronic mail are to be used for College business, which may include academic pursuits and fundraising events for College benefit only.

It is always improper to use the College's resources for political campaigns and commercial enterprises.

Comments: As a public institution covered by laws which govern private use of state property, the College can only provide computer services for its own work, not for private

use. In this respect the College's computers are different from those owned by private colleges or corporations.

Users shall take full responsibility for messages they transmit through the College's computers and network facilities. No one shall use the College's computer resources to transmit fraudulent, defamatory, harassing, obscene, or threatening messages or any communications prohibited by law. In addition, it shall not be an acceptable use of the College's resources to download, view, copy or retrieve materials that may be deemed, by the reasonable person standard, to be pornographic in nature.

Comment: Laws against obscene or harassing telephone calls apply to computers that are accessed by telephone.

The use of electronic mail (e-mail) is included in all the foregoing policies regarding computer usage. In addition to the foregoing policies, the use of e-mail shall also be governed by the following:

Inclusion of the work of others into electronic mail communications in violation of copyright laws is not permitted.

Capture or "opening" of electronic mail, except as required in order for authorized employees to diagnose and correct delivery problems, is not permitted.

Use of electronic mail to interfere with the ability of others to conduct College business is not permitted.

Use of electronic mail systems for any purpose restricted or prohibited by laws or regulations is not permitted.

"Spamming," i.e., deliberately flooding a computer with excessive amounts of electronic mail is not permitted.

### C. Disciplinary Action

Appropriate disciplinary action will be taken against individuals found to have engaged in prohibited use of the College's electronic mail resources.