

Use of Electronic Mail Systems Policy

Policy Title:
Use of Electronic Mail Systems Policy

Responsible Executive(s):
Jim Pardonek, Director and Chief Information Security Officer

Responsible Office(s):
University Information Security Office

Contact(s):
If you have questions about this policy, please contact the University Information Security Office.

I. Policy Statement

Electronic mail (email) has become a ubiquitous service greatly enhancing communication both internally within the Purdue community and externally to Users, including prospective students, alumni, and the public at large. The purpose of this policy is to describe the appropriate use of University Mail Facilities, associated responsibilities, and rights of all Users of University Mail Facilities and Official University Email Accounts.

II. Definitions

Not applicable.

III. Policy

Loyola University Chicago provides computing, networking, telephony and information resources for access and use by students, faculty, staff and other persons associated with the University. These resources include the access and exchange of information to advance the education, research, and public service missions of the University.

The University has the responsibility and duty to maintain the integrity, operation and availability of its electronic mail systems for access and use by the University community. Access to the University network and its electronic mail systems is a privilege and certain responsibilities accompany that privilege. All electronic mail files which are transmitted and received using University networks or which are stored on University systems are University records.

This policy pertains to the access and responsible use of University electronic mail systems. All who access and use University electronic mail systems must abide by all applicable policies, legal and contractual requirements, and the highest standard of ethical principles and practices, when using this university resource.

Use of University electronic mail systems will constitute awareness and acceptance of the responsibilities regarding the access and responsible and ethical use of these systems as presented in this and u(o)-2 p0 (he)3 (s)14 (ea)4 (s)8 (c)8 1 (e)3 (s)6 (e)6 (a)4 (n)

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management activities within the University. Incidental and occasional personal use is permitted, but it is expected to comply with all university policies and it will be treated no differently than other email messages. As responsible and ethical members of the University community, we are expected to act by the following general guidelines based on common sense, common decency, and civility applied to the University networked computing environment.

- Respect the rights and personhood of others. Do not send electronic mail, messages, postings or materials that serve to abuse, insult, intimidate, threaten or harass others; to interfere unreasonably with a person's work or educational performance; or to create an intimidating, hostile or offensive learning/working environment, especially within the context of other University policies, i.e., Policy and Procedures on Sexual Harassment and Policy and Procedures for Racial Discrimination, Abuse and Harassment. Civil discourse is at the heart of a University free from intimidation and harassment and based upon a respect for individuals and a desire to learn from others. While debate on controversial issues is inevitable and essential, bear in mind that it is your responsibility to do so in a way that actually advances the cause of learning and mutual understanding.
- Messages sent as electronic mail should meet the same standards for distribution or display as if they were tangible documents or instruments. Identify yourself clearly and accurately in all electronic communications. Concealing or misrepresenting your name or affiliation to dissociate yourself from responsibility for your actions is never appropriate. Alteration of the source of electronic mail message or posting is unethical and may be illegal.
- Do not access email files stored in someone else's mailbox unless you have authorization or proxy rights of access.
- Be sensitive to the inherent limitations of shared network resources. No computer security system can absolutely prevent a determined person from accessing stored information that they are not authorized to access. While the University has no interest in

violate clearly expressed desire of the sender to restrict additional dissemination.

The same standards of conduct expected of students, faculty and staff regarding the use of telephones, libraries and other institutional resources apply to the use of electronic mail systems. You will be held no less accountable for your actions in situatioio(ne)301 Th(s) (s

- The University may review and disclose contents of electronic mail messages in its discretion in cooperating with investigations by outside parties, or in response to legal process, e.g., subpoenas,
- Should the security of a computer or network system be threatened.

Just as the University cannot guarantee privacy when it comes to electronic mail systems, the University cannot guarantee the integrity of all electronic mail messages, e.g., content and mail headers of electronic mail messages can be modified before they are forwarded to another recipient. The University also cannot guarantee the preservation of confidentiality of any information passing through its electronic mail systems. The University electronic mail systems should not be used to transmit sensitive or confidential information without the use of more secured methods, e.g., encryption devices. In general, if the information should not be appearing in a local newspaper it should not be sent through the University electronic mail system without the use of more secured methods. Use discretion and keep in mind that an electronic mail message transmitted without the use of more secured methods is similar to a post card.

A system administrator of a University electronic mail system may determine within his or her discretion when it is necessary to temporarily suspend access to the electronic mail system to insure the integrity and operation of the electronic mail system and maintain availability to the University community. System administrators who suspend access of students to University electronic mail systems should report the actions to the Office of Student Affairs as soon as possible, along with an explanation for taking the action. In some cases, system administrators may need to work with the Office of Student Affairs to make arrangements to permit these students sufficient access to the University electronic mail to complete course work.

Human Resources. Individuals must submit these appeals according to any rules and procedures issued by system or network administrators, or component administrators.

Reports of incidents regarding inappropriate use of University electronic mail systems as they pertain to this policy should be referred to the Dean of Students if the alleged sender is a student, to the academic department or institute administrator, if the alleged sender is a faculty member, and to the immediate supervisor if the alleged sender is a nonfaculty staff member. Breach of or disregard for this and other policies and procedures concerning access and acceptable use of computing, networking, telephony and information resources may result in the denial or removal of access privileges by system or network administrators, and may lead to disciplinary action under the applicable University's standards of conduct, i.e., Student Handbook (students), Faculty Handbook (faculty) and Employee Handbook and Personnel Policies (staff). Additionally, such disregard may be referred to other authorities for civil litigation and criminal prosecution under applicable state and federal statutes. While e-mail is a privilege extended to the University community to facilitate communication, staff members should utilize it ethically and within bounds of this and other University policies. Staff employees can be disciplined for misuse or unauthorized use of e-mail, including suspension of privileges for a particular period of time, suspension from the job or termination. Such actions can be taken.

Please see below for additional related policies: