



Policy

Interim Email for Faculty and Staff

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0.0 Contents

[1.0 Purpose](#)

[2.0 Application and Scope](#)

[3.0 Policy](#)

[4.0 Enforcement](#)

1.0 Purpose

The College of Charleston is committed to the appropriate use of Information Technology and Services in support of its teaching, research, administrative and service functions. This document outlines the College's email policy including usage, confidentiality, ownership, quotas, and enforcement.

2.0 Application & Scope

This policy applies to all usage of the College electronic mail services.

All users should be aware of the policy, their responsibilities and legal obligations.

All users are required to comply with the policy and are bound by law to observe applicable statutory legislation.

3.0 Policy

The College encourages the use of campus email services to facilitate communication among internal users and with the external community. This will help allow users to better perform the duties assigned to them and to allow greater efficiency in teaching, research, administrative and service functions.

It is required to have a user account for someone to utilize the College's email system. The official email address will be in the form of username@cofc.edu

3.1 Ownership

Electronic mail services are provided by the College. Electronic mail messages are part of the College's records of its work. They have the same status as any other written communication or record, and must be treated accordingly.

3.2 Confidentiality

Whilst the College seeks to preserve privacy and confidentiality in the provision of all IT Services, confidentiality of electronic mail cannot be assured. Confidentiality may be compromised by unintended redistribution, or because of inadequacy of technologies to protect against unauthorized access. In addition, any confidentiality may be subordinate to the application of law or policy, including this policy. As such, users should assume that the contents of electronic mail may be accessible to persons other than the recipient. Sensitive, libelous or abusive content should never be included in electronic mail. Users should be aware that network and systems administrators, during the performance of their duties, need to observe the contents of certain data, on storage devices and in transit, to ensure proper functioning of the College's IT facilities. On these occasions they may inadvertently see the contents of email messages.

3.3 Authentication and integrity

With current technology the College does not guarantee the authentication or integrity of an email. That is, it cannot guarantee that the sender is indeed the sender or that the contents are as created by the apparent sender.

3.4 Email Usage

Email shall not be used for the following purposes:

- send or forward chain letters or unsolicited email ("spam") including broadcast messages. *only official college business may be sent to a college broadcast/distribution address*
- access to or disclosing of another person's email contents without proper authorization use email for personal financial gain
- use email to violate College policy or related codes of conduct (such as harassment)
- use email for unlawful activities

The College has several distribution lists for official business. All faculty and staff are required to be on these lists for dissemination of important campus information.

The College provides forums and listservs for all email communication that is not official college business. This includes but is not limited to discussions, debates, and personal sale items. Use of the official email system for this purpose is an express violation of email policy and falls under the unsolicited and broadcast messages section of email usage.

3.6 Email Quota System

The College will apply a quota for mail storage on the mail servers for each individual user. Users who wish to exceed this quota may archive email to a location that they themselves are responsible for backup.

4.0 Enforcement

Faculty and staff may face review for disciplinary action as described in the Personnel Rules Manual and the Faculty/Administration Manual. These may include, but are not limited to, the suspension of or loss of access to university computer resources, and other penalties listed in the manual including possible termination of employment by the University. Appeals from penalties assessed under this policy will follow the appropriate grievance procedure as stated in the manual.