

Minnesota State Community and Technical College Email Use Policy

1.0 Purpose

To prevent tarnishing the public image of Minnesota State Community and Technical College When email goes out from Minnesota State Community and Technical College the general public will tend to view that message as an official policy statement from the Minnesota State Community and Technical College.

2.0 Scope

This policy covers appropriate use of any email sent from a Minnesota State Community and Technical College email address and applies to all employees, vendors, and agents operating on behalf of Minnesota State Community and Technical College.

3.0 Policy

3.1 Prohibited Use. The Minnesota State Community and Technical College email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any Minnesota State Community and Technical College employee should report the matter to their supervisor immediately.

3.2 Personal Use.

Using a reasonable amount of Minnesota State Community and Technical College resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending chain letters or joke emails from a Minnesota State Community and Technical College email account is prohibited. Virus or other malware warnings and mass mailings from Minnesota State Community and Technical College shall be approved by Minnesota State Community and Technical College Help Desk Supervisor before sending. These restrictions also apply to the forwarding of mail received by a Minnesota State Community and Technical College employee.

3.3 Monitoring

Minnesota State Community and Technical College employees shall have no expectation of privacy in anything they store, send or receive on the company's email system. Minnesota State Community and Technical College may monitor messages without prior notice. Minnesota State Community and Technical College is not obliged to monitor email messages.

3.4 Outside Email

Minnesota State Community and Technical College provides an email account to each student. This account should be use for official college business. Use of outside email accounts creates verification problems for Minnesota State Community and Technical College.

4.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. Student violation may include negative class grade impact.

5.0 Definitions

Term	Definition
Email	The electronic transmission of information through a mail protocol such as SMTP or IMAP. Typical email clients include Eudora and Microsoft Outlook.
Forwarded email	Email resent from an internal network to an outside point.
Chain email or letter	Email sent to successive people. Typically the body of the note has direction to send out multiple copies of the note and promises good luck or money if the direction is followed.
Sensitive information	Information is considered sensitive if it can be damaging to Minnesota State Community and Technical College or its customers' reputation or market standing.

Virus warning. Email containing warnings about virus or malware. The overwhelming majority of these emails turn out to be a hoax and contain bogus information usually intent only on frightening or misleading users.

Unauthorized Disclosure The intentional or unintentional revealing of restricted information to people, both inside and outside Minnesota State Community and Technical College, who do not have a need to know that information.

6.0 Revision History

August 10, 2004

Source: www.sans.org