



Policy # 56012

EMAIL USE POLICY

Effective Date: July 2006

Reviewed Date: January 1, 2022

Responsible Office: Information Technology Center

Division: Finance

I. PURPOSE/OBJECTIVE

The objectives of this policy are to outline appropriate and inappropriate us

II. STATEMENT OF POLICY

Email is a critical mechanism for business communications at Grambling State University. However, use of Grambling State University's electronic mail systems and services are a privilege, not a right, and therefore must be used with respect and in accordance with the goals of Grambling State University.

This policy covers appropriate use of any email sent from a Grambling State University email address and applies to all employees, students, affiliated personnel, and agents operating on behalf of Grambling State University.

This policy also applies to all email systems and ssity [. As a result, m employees of Grambling State University with email accounts are expected to check their email in a consistent and timely manner so that they are aware of important company announcements and updates, as well as for fulfilling business- and role-oriented tasks.

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Email users are also expected to comply with normal standards of professional and personal courtesy and conduct.

A. Definition

1. For purpose of this policy, the term “email” refers to the electronic transmission of information thr

2. Affiliated Personnel

- a. Email accounts will be granted to third party non-employees on a case-by-case basis. Possible non-employees that may be eligible for access include contractors and temporary guests.

D. Mailbox Quotas

1. Email accounts are assigned a disk quota on the email server which can only be increased based on a valid business justification.

E. Account Deletion

1. Faculty/Staff/Third Party

- a. Email access will be terminated when the employee or third party terminates their association with Grambling State University, unless other arrangements are made.
- b. Grambling State University is under no obligation to store or forward the contents of an individual's email inbox/outbox after the term of their employment has ceased.

2. Students

- a. Email access will be terminated when the student is no longer enrolled at the university.

2. The university's email accounts are scanned for incoming email that contain viruses, "SPAM" email, and unsolicited advertisements and are blocked from the user's inbox.
3. Unacceptable and inappropriate behavior includes, but is not limited to:
 - a. Faculty/Staff/Third Party
 1. Forged Mail - It is a violation of this policy to forge an electronic mail signature or to make it appear as though it originated from a different person.
 2. Intimidation/Harassment - It is a violation of this policy to send/forward email that is obscene, harassing, abusive, or threatens an individual's safety. Known threats to personal safety will be reported to University Police.
 3. Unauthorized Access - It is a violation of this policy to attempt to gain access to another person's email files regardless of whether the access was successful or whether or not the messages accessed involved personal information.
 4. Unlawful Activities - It is a violation of this policy to send/forward copyrighted materials electronically, and it is a federal offense. Other illegal use of email will also be dealt with and/or reported to the proper authorities.
 5. Proprietary/Confidential Information - The unauthorized exchange of proprietary information or any other privileged, confidential sensitive information, without proper authorization, is a violation of this policy.
 6. Chain/Letters/Junk email/SPAM - It is a violation of this policy to send chain letters, junk email, or any other type of widespread distribution of unsolicited email.
 7. Hoaxes -It is a violation of this policy to distribute an email hoax with the intention to mislead or trick others into believing/accepting/doing something.
 8. Viruses -It is a violation of this policy to knowingly transmit email messages containing a computer virus, worm, spyware, or any form of malware.
 9. Commercial Activities - It is a violation of this policy to use Grambling's email system for commercial activities or personal gain.
 - b. Student
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5. Proprietary/Confidential Information - The unauthorized exchange of proprietary information or any other privileged, confidential sensitive information, without proper authorization, is a violation of this policy.
6. Junk email/SPAM - It is a violation of this policy to send junk email and SPAM email.
7. Hoaxes -It is a violation of this policy to distribute an email hoax with the intention to mislead or trick others into believing/accepting/doing something.
8. Viruses -It is a violation of this policy to knowingly transmit email messages containing a computer virus, worm, spyware, or any for
