

# University of Wisconsin - Stevens Point Information Technology

## Email Use Policy

### Policy No. 5

Date Drafted: 03/03/2010

Date Approved: 8/26/2011

Last Date Revised: Replaces Electronic mail policy from Feb, 1997

#### Status

☐ Draft

☐ Under Review

☒ Approved

☐ Obsolete

#### Responsible University Office

Information Technology

#### Responsible Coordinating Office

Information Technology

### 1. Policy Purpose

Electronic mail services are provided on university owned computing and networking resources to further the mission of learning, instruction, administration and public service. The purpose of this policy is to ensure the proper use of the University of Wisconsin-Stevens Point electronic mail communication system and make users of the email system aware of what the University of Wisconsin-Stevens Point deems to be acceptable and unacceptable use. This policy is intended to maintain an ethical and amicable working environment and to meet the requirements governing the use of university email resources. Violations of computing policies may result in loss of access to systems, appropriate administrative sanctions and/or legal action.

(NOTE: Phrases shown in *italics* at their first occurrence in this document are defined in the associated IT Common Definitions Policy document)

### 2. Policy Scope

Everyone granted a UWSP email address is subject to this policy.

### 3. Policy Statement

Email is an essential means of communication in support of the university's daily academic, educational, public service and administrative functions. The university encourages using the university email system to improve communications, share information, transact university business and exchange ideas. Those who use university email are expected to do so responsibly, that is, to comply with state and federal laws, with this and other policies and procedures of the University, and with normal standards of professional and personal courtesy and conduct. These responsibilities include understanding and observing appropriate use of email resources and other resources as outlined in the Acceptable Use of Information Technology Resources Policy.

#### Acceptable Use

The university has established email as an official means of communication with students and employees. Email resources are provided primarily as a medium of expression for academic programs and university operations. Therefore, everyone should use non-university resources for extensive or recurring communication not related to university purposes. The university email system may be used for incidental personal purposes provided that such use does not:

- Interfere with the operation of the campus email system.

- Burden the University with noticeable incremental cost.
- Interfere with the user's employment obligations.

Each user is responsible for using the email system with normal standards of professional and personal courtesy in an ethical and lawful manner.

### **Unacceptable Use**

Unacceptable and inappropriate behavior includes, but is not limited to:

- Using your university email account to join email based special interest groups for personal purposes (e.g., gardening, food, coupons, eBay, shopping, fantasy gaming, investment email lists, etc.).
- Allowing anyone else to use your email account. You are responsible for any correspondence originating from your account.
- Sending or forwarding Level III - Highly Sensitive data as defined in the Institutional Data Access and Protection Policy without proper authorization or without using required encryption.
- Sending a campus wide mailing or a mailing to large groups of people without first checking with the email administrator ([postmaster@uwsp.edu](mailto:postmaster@uwsp.edu)).
- Using email to harass, intimidate or otherwise annoy another person, such as broadcasting unsolicited messages or sending unwanted email, is expressly prohibited. This also applies to material originating from this campus but sent to other sites or persons on the Internet.
- Sending chain letters, email hoaxes, viruses, worms, spyware, or any form of malware.
- Using the email system for personal gain or for commercial activities not associated with the university.
- Using a pseudonym or writing anonymous mail that appears to disassociate you from responsibility for your actions is almost always inappropriate. Concealing or misrepresenting your name or affiliation to mask irresponsible or offensive behavior is a serious abuse. Using identifiers of other individuals as your own constitutes fraud.
- Attempting to gain access to another person's email files or to use another person's email account unless permission was granted by the proper authorities.
- Sending or forwarding material that could be construed as obscene, threatening, offensive, or libelous.
- Sending materials to a mailing list which are not consistent with the purpose of the mailing list.

### **Public Records Requests**

Personal and university related email of university faculty, staff, student employees, and student organizations may be considered to be a public record. Email messages in your mailbox (either on the server or on your workstation) may need to be provided if requested. When an email message

has been deleted from your Deleted Items folder of your mailbox for more than 28 days, it is no longer available and subject to a public records request.

### **Limitations to Privacy in Electronic Communication**

Normally you can expect the contents of what you write, create, store and send to be seen only by those to whom you intend or give permission. However, this policy does not imply the complete privacy of your email account.

Circumstances where authorized university personnel may need access to your email include but are not limited to the following:

- troubleshooting
- protecting the integrity of the university's technology services
- protecting the rights and property of the university
- protecting the rights of individuals working in collaborative situations where information and files are shared
- handling abandoned email accounts

Authorized university personnel are required to report possible improper or illegal activities they discover.

### **Enforcement**

Violations will be handled through existing disciplinary, grievance, and hearing procedures. Policy infractions may incur sanctions up to and including dismissal or expulsion.

## **4. Terms and Definitions**

A common set of terms and definitions used in IT policies are defined in the IT Common Definitions document.

## **5. Related Policies, Procedures, References, and Attachments**

The collection of University of Wisconsin - Stevens Point - IT policies and procedures contain acceptable use, security, networking, administrative, and academic policies that have been developed to supplement and clarify University of Wisconsin - Stevens Point policy.

- IT policies and procedures are available at <http://www.uwsp.edu/it/about/policies/>.
- IT Policy – Acceptable Use of Information Technology Resources
- IT Procedure – Policy Development, Approval, and Implementation
- IT Reference – Common Definitions
- IT Policy – Data Access and Protection
- IT Policy - Acceptable Use of Information Technology Resources Policy

### **Contact Information**

For questions about this IT policy, contact the Information Security Officer at [Information.Security.Office@uwsp.edu](mailto:Information.Security.Office@uwsp.edu) or the Director of Information Technology/CIO.