

Policy

Policy # 3.08.02

Effective Date: 11/17/99

<p><i>(Impact Area - Dept Name)</i></p> <p>Employees</p>	<p><i>(General Subject Area)</i></p> <p>Computing Resources</p>	<p><i>(Specific Subject Area)</i></p> <p>Electronic Mail (Email)</p>
<p>Relates to Procedure #</p>	<p>Author: Steve Ruppel, Director Computer Services</p> <p>Supersedes Policy # New</p>	
<p>Impact: All employees and students</p>		
<p>Legal Citation (if any):</p>		
<p><i>North Idaho College</i></p>		

Policy Narrative

[Page 1 of 2]

North Idaho College provides computing resources that enable electronic mail communication by students, faculty, and staff. The use of electronic mail is expected and encouraged to facilitate the exchange of useful information in support of the college mission. Members of the college community are expected to use the privilege of electronic communications in a responsible and ethical manner.

The following policy provisions cover the use of North Idaho College electronic mail:

1. Ownership of Electronic Mail System

Electronic mail systems at North Idaho College are college-owned facilities. The college reserves the right to operate the email system as needed for its educational and administrative services.

2. Allowable Use

Electronic mail at NIC must be related to college business including academic pursuits. The use of email for teaching and learning is encouraged. Incidental and occasional personal use of electronic mail may occur when such use does not increase costs for the college. Such incidental use is subject to the provisions of this policy.

3. Uses Not Allowed

Electronic mail shall be used in an ethical and responsible manner. The following uses of electronic mail are prohibited:

- Use to threaten, harass, or intimidate others.
- Use for purposes prohibited by law, regulation, or NIC policy.
- Use to send email to appear to be from someone else ("spoofing").
- Use to violate the privacy of any student or employee.
- Use to assist in breaching computer system security.
- Use to conduct private business operations not connected with college projects.
- Use for electoral or issue-oriented political campaigning.
- Use to send large volumes of unsolicited electronic mail ("spam") across systems.

4. Message Monitoring

NIC respects the privacy of electronic mail users. It does not wish to inspect or monitor electronic mail routinely or to be the arbiter of message content. However, messages and data stored on the college's computers may be accessed at any time for these purposes:

- Complying with legal requests for information.
- Rerouting or disposing of undeliverable mail.
- Maintenance of computer system security.
- Investigating reports of violation of policy or law.
- Troubleshooting hardware and software problems.

5. Message Retention

The nature of digital messages makes them difficult to rely upon as a permanent record. However, the user of electronic mail should be aware that messages should be assumed to be permanent. Also, the confidentiality of any message should not be assumed. Even when a message is deleted, it is still possible to retrieve and read that message. The college reserves the right to retrieve messages for all lawful purposes.

The policy provisions concerning electronic communications in North Idaho College Board of Trustees Policy No. 3.08.01 and this policy are in conformance with each other.