

POLICY TITLE: Employee Email Policy

POLICY #: ITS - 4

DATE DRAFTED: January 5, 2006

APPROVED DATE: February 3, 2006

REVISION DATE:

1.0 Introduction

Trinity Valley Community College provides email accounts to all full-time and part-time employees. The purpose of the Employee Email Policy is to establish procedures and guidelines concerning the acceptable use of electronic mail throughout all Trinity Valley Community College (TVCC) campuses.

2.0 Purpose

The Employee Email policy is to ensure that all email resources are used in a professional, lawful, and non-harassing nature. The policy also provides procedures that will be followed during normal email operations and if a violation of the policy occur.

3.0 Policies

- 3.1** Users do not own accounts of Trinity Valley Community College computers, but rather are granted the privilege of exclusive use. Trinity Valley Community College will not tolerate hacking. Hacking is defined as obtaining unauthorized access to systems and personal accounts. If you are found hacking, you may be subject to prosecution by State or Federal government pursuant to V.T.C.A. Penal Code Sections 33.01 to 33.05. Any attempt to circumvent data protection schemes or uncover security loopholes is a violation of this policy. By using the account, the user agrees not to attempt to gain unauthorized access to other computer systems or networks connected to the service.
- 3.2** Reading, altering, or preventing access to someone else's e-mail carries the same penalties as opening and reading someone else's U. S. Postal (paper) mail under the Electronic Communications Privacy Act of 1986. Reading, altering, or preventing access to someone else's e-mail, whether by accident or on purpose, is prohibited by Trinity Valley Community College.
- 3.3** By using the e-mail service at Trinity Valley Community College, a user agrees not to transmit through the service any unlawful, harassing, libelous, privacy invading, abusive, threatening, harmful, vulgar, obscene

or otherwise objectionable material of any kind. Users agree not to transmit any material that violates the rights of another, including but not limited to the intellectual property rights of another. Users agree not to transmit any material that violates any applicable local, state, national, or international law or regulation. By using the e-mail account the user agrees not to transmit "junkmail", "spam", "chain letters", unsolicited mass distribution of e-mail, pyramid schemes, or advertising for profit.

- 3.4** Unsolicited commercial email/Unsolicited bulk email. Using the colleges services to transmit any unsolicited commercial e-mail or unsolicited bulk e-mail is prohibited. Activities that have the effect of facilitating unsolicited commercial email or unsolicited bulk email whether or not that e-mail is commercial in nature are also prohibited.
- 3.5** If there is reason to believe that proof of criminal activities is contained in your electronic mail messages, Trinity Valley Community College reserves the right to make a backup copy of your e-mail as possible evidence. You will be notified, after the completion of the backup, if this happens. Any information contained within this backup is under the same strictures of Title 18 of the United States Code, Section 2702.
- 3.6** Should you receive an e-mail message that was supposed to go to someone else, forward the message to postmaster@tvcc.edu and delete any remaining copies of the message that is still in your email box.
- 3.7** If your e-mail account is idle for 120 days, it is subject to being deleted. You should read and delete your e-mail daily.