

POLICY TITLE: Global Announcements Policy

POLICY #: ITS - 8

DATE DRAFTED: January 05, 2006

APPROVED DATE: February 03, 2006

REVISION DATE:

1.0 Introduction

Information Technology Services will send global emails to all TVCC email accounts as a service to the college community.

2.0 Purpose

The purpose of the Global Announcements Policy is to establish guidelines and procedures concerning the acceptable use of mass emails or announcements sent to all TVCC email accounts. Below is a list of guidelines that will be followed in sending out global or announcements emails:

3.0 Policies

- 3.1** All email sent out globally must be school business. School business is any email that supports the purpose and goals of the college. It can be payroll information, personnel information, information about students taking a trip, or email concerning a large number of administration, faculty, and staff. Please note we have a very liberal policy when sending out email messages. But, do not send out email announcing personal garage sales, free kittens, etc.
- 3.2** Email may come from any employee of TVCC. In order to send out the announcement, the employee must have a TVCC email address.
- 3.3** Email messages will go to everyone who has a TVCC email account. We have no way of sending email to a specific group or campus within our organization.
- 3.4** All requests for global email must be sent to announcement@tvcc.edu.
- 3.5** All email must be submitted in text form. You may send it as an attachment via Microsoft Word, but it will be cut-and-pasted into the daily global email message.

- 3.6** You should not include any graphics in your email unless it is necessary to support the announcement. Please do not send graphical signs or brochures to be sent out globally. If you have a sign or poster you have created to post around campus, you should type the main message in an email and send only the text.
- 3.7** Please do not include any background or theme graphics in your announcement.
- 3.8** If graphics are necessary to support the announcement, you may send them as an attachment. Examples include: maps, forms, etc.
- 3.9** Email attachments - If you have attachments that need to be sent with the email, please keep them small if at all possible. Attachments should be in Microsoft Word or Adobe PDF files. Please realize that your audience must have the program in order to read the attachment. If the attachment is too large, it should be placed on the TVCC web site to allow individuals to download the document rather than sending it as a part of the email.
- 3.10** All announcements received by 3:00 p.m. on a business day will go out the afternoon of the same day. Any email received after 3:00 p.m. will go out the next business day.
- 3.11** Emergency email announcement – Sometimes it is necessary to send out email immediately. If this need arises, you may send the request directly to the Dean of Information Technology Services at ITServices@tvcc.edu.