

ELECTRONIC MAIL SYSTEMS POLICY

Purpose:

To outline the standards and guidelines to be followed relating to the security and use of electronic mail systems.

Standard:

Winston-Salem State University's electronic mail systems are University assets, which must be used for University business only. Incidental and occasional personal use of electronic mail is permitted, but must not be abused.

Individuals should be aware messages sent over electronic mail systems are subject to monitoring, if such action is deemed appropriate and authorized by senior management. The University reserves the right to access electronic mail messages for the following purposes:

1. To comply with an investigation
2. To recover from system failures
3. To investigate suspected breaches of security or violations of policy

It is a violation of the WSSU's Electronic Mail Policy for any individual to intentionally access another individual's E-Mail files for unapproved business purposes.

- A. Electronic mail must not be used for the purpose of chain letters, personal advertisements, or solicitations. All electronic mail should be professional and courteous. The use of profanity or offensive language is prohibited.
- B. When sending electronic mail, the use of the "everyone" option must be used only for global messages affecting all individuals. The "everyone" option should be restricted to the E-Mail Administrator, in most cases. Individuals needing to send messages to all users should submit the message to the E-Mail administrator. It will then be scheduled for distribution.
- C. Individuals must use proper judgment when using electronic mail. When sending a confidential or private E-Mail message, individuals should code the message as such to prevent the recipient from forwarding the message to unauthorized or unintended individuals.
- D. To improve system performance and conserve system resources, the University reserves the right to periodically delete stored messages.