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Subject:	Email Policy	Audience:		Meredith Community	

1.0 PURPOSE

The Meredith College electronic mail system is owned by the college and managed by the Technology Services staff for the benefit of the Meredith community. The acceptable use of the e-mail system is consistent with the mission of the college, and used to promote and support education, research, professional development and public service.

2.0 SCOPE

The Meredith College electronic mail system is available to every Meredith student, faculty and staff member who has a current network account and a valid password.

3.0 POLICY

- The college reserves the right, if circumstances warrant, to access, inspect, and disclose the contents of messages created, sent or received using the e-mail system.
- It is the responsibility of all e-mail account holders to manage the use, message content, and size of their e-mail accounts.
- Reading e-mail daily, removing hold messages and deleting messages and attachments of the unknown origin are among the most common practices that help ensure an efficient e-mail system.
- A secure system also requires e-mail account holders to choose and change, periodically, their unique passwords.
- A secure system also require e-mail account holder to exit the e-mail system before leaving, even briefly, their workstations.

Unacceptable use of the e-mail system puts both the offending individual and the college at risk.

Unacceptable use of the e-mail system includes, but is not limited to:

- Unauthorized attempts to access another’s e-mail account.
- Sharing e-mail account passwords.
- Violating federal, state or local laws or statues pertaining to electronic communications.
- Sending harassing, threatening, abusive or obscene messages.
- Sending messages not previously approved by a member of the Senior Management Team for political, commercial, fundraising or profit making purposes.
- Broadcasting excessively large amounts of data (chain letters, graphic presentations, etc.) in such a way as to cause network congestion and failure.
- Meredith email accounts forwarding/redirecting is not permitted.

Penalties for unacceptable use of the college e-mail system may range from temporary/permanent loss of e-mail privileges to expulsion/termination.

- “Emp_all” – the emp_all is designed for individuals to disseminate to all college employees information that most, if not all, members of the Meredith community will find useful, timely and could not be found elsewhere. Emp_all e-mail messages may be initiated by any college employee with a college e-mail account. Emp_all e-mail messages will not include attachments, presentations, etc. and will be limited to one page. Emp_all e-mail messages will not be used as a substitute for the “e-news” section of the college’s web site.
- “Fac_all” – At the request of the Faculty Affairs Committee (FAC) a fac_all list has been established for the exclusive use of the FAC for the distribution of materials, online surveys, etc. for the college faculty. The Chair and Secretary of the FAC are the only authorized “posters” to the fac_all list, and the recipients include all individuals who have college faculty status, as approved by the Vice President for Academic Affairs.
- “Student_all” – The student_all list is designed for use by the President and Vice Presidents of the college to inform all students of important college information.

Other limited purpose list accounts are available, upon request to the college’s e-mail administrator, for academic and administrative departments, faculty and classes.

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4.0 REVISION HISTORY

Description of Change	Revision History
Initial Creation.	August 2010
Reformatting Policy Design.	March 2016

5.0 INQUIRIES

Direct inquiries about this policy to:

Jeff Howlett, CIO
Meredith College
3800 Hillsborough Street
Raleigh, NC 27607

Voice: 919-760-8828
Fax: 919-760-2325
Email: howlettj@meredith.edu

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