

## Allegany College of Maryland

# EMAIL USE POLICY

Adopted date 01/19/2009  
Revised Date 6/17/2022  
Approved by Board of Trustees 01/19/2009  
Implementation 01/19/2009  
Type of Policy: Operational

### **BACKGROUND AND PURPOSE**

This policy has been constructed to advise Faculty and Staff on the acceptable uses of Allegany College of Maryland (“ACM”, or “College”) email systems. College email systems and their uses are governed by College policy as well as federal, state and local laws. Access to and use of the College’s email systems are privileges granted solely to Allegany College of Maryland faculty, staff, and those with special accounts. These privileges can be modified, limited, extended, or revoked at the discretion of the College with or without prior warning or consent.

### **POLICY**

#### **I. SCOPE OF THE POLICY**

This policy and additional guidelines for using resources apply to the use of email systems at Allegany College of Maryland.

#### **II. POLICY STATEMENT**

College email systems are designated as official business communications tools. Alternate uses may be restricted or prohibited at the discretion of the college, especially when these uses conflict with or interfere with academic and administrative functions. To provide additional user protection, email accounts will utilize multi-factor authentication.

Although use of College email systems for personal messaging is not prohibited, users acknowledge that all communications sent to or from college email accounts become the property of Allegany College of Maryland. Users of College email systems must also adhere to policies and governance as established in the Allegany College of Maryland Technology Resources Policy.

#### **III. Provisions**

An individual shall only use the email address(es) assigned to them. Students who are also employees of the College shall have access to faculty/staff email systems. Faculty and staff access to College email systems shall be granted at the start of employment and shall be revoked at termination of employment. Users may only access College email using approved desktop and web communications tools.

Use of College email systems for personal or financial gain is prohibited. Use of College-maintained email distribution lists (including “#allusers”) for the promotion of personal goods or services is prohibited. College-maintained email distribution lists (including “#allusers”) may be used to solicit for charitable contributions sanctioned by the College supporting charitable works within the community. Solicitations for Charitable Goods, Services, and Contributions shall not be accompanied by pictures or other electronic attachments.

Use of College-maintained email distribution lists (including “#allusers”) for the distribution of information, viewpoints, and media not related to the goal’s objectives, academics, or administration of the College is prohibited. Prohibited distribution of content includes, but is not limited to political viewpoints and propaganda, chain letters, jokes and works of satire, and images or other multi-media content not specific to the operation of the College. College-maintained email distribution lists shall not be used to publish documents, schedules, calendars, multi-media, or other content classified as “creative works”.

College-Wide email distribution lists shall only be used to distribute information relevant to every member of the faculty and staff community. Departmental and Campus-Wide email distribution lists shall only be used to distribute information relevant to their designated purposes. College-Wide email distribution lists may be used to notify list members of the location of published information on resources including, but not limited to the Allegany.edu website, and intranet (College Portal), so long as the published information is accessible by and relevant to every member of the faculty and staff community. College-maintained email distribution lists may be used to distribute emergency notifications including, but not limited to campus status information, campus emergencies, natural disasters, and security alerts. The College does not restrict users' abilities to maintain and utilize personal email distribution lists.

The College reserves the right to restrict or make available additional access to email resources. The College reserves the right to limit the size of attachments that can be sent or received through College email systems.

In order to protect the privacy, integrity and access of restricted information, the College will impose compliance rules that will ensure the safety and security of data as required by any applicable federal, state or local laws when such information is contained in the body of or attached to email messages. These rules may require that restricted information be protected by encryption before the correspondence can be sent. Rules can also prevent the sending of emails or attachments if large amounts of restricted or protected information is present in the message. Should this be the case, the end-user will receive a notification indicating that the email was blocked. If this blocked information is being sent outside the institution for "legitimate college business purposes", the Department of Information Technology ("ITD"), can assist with alternative methods of secure delivery.

#### **IV. Enforcement**

Users found to have violated this policy may be denied access to College computing resources and may be subject to other penalties and disciplinary action, both within and outside of the College. Any corrective measures taken shall be administrated in accordance with appropriate disciplinary procedures applicable to the relevant user.

#### **V. Related Policies and Standards**

Technology Resources Policy

#### **VI. Administration of Policy**

The office of the Dean of Information Technology, in consultation with The Vice President of Finance and Administration, shall be responsible for maintaining this policy.

#### **VII. Changes**

Substantive changes to this policy require approval by the Board of Trustees; editorial changes, title/position changes, and/or changes to its implementation procedures may be made as required by federal or state mandate and/or institutional need with timely notice to students and employees.