Allegany College of Maryland Employee Email Use Policy

Policy Overview

This policy has been constructed to advise Faculty and Staff on the acceptable uses of Allegany College of Maryland email systems.

College email systems and their uses are governed by college policy as well as federal, state and local laws. Individuals who inappropriately or illegally use college email systems and resources may be subject to all applicable college and legal penalties for such misuse.

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.

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

Policy

1.0   Governance of General Use

   1.1   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.

   1.2   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.

   1.3   Users of College email systems must adhere to policies and governance as established in the Allegany College of Maryland Technology Resources Policy.

2.0   *Access to College Email Systems*

   2.1   An individual shall only use the email address(es) assigned to him or her.

   2.2   Students who are also employees of the College shall have access to faculty/staff email systems.

   2.3   Faculty and staff access to College email systems shall be granted at the start of employment and shall be revoked at termination of employment.

   2.4   Users may access email using only the communications tools approved by the College.

3.0 Restricted Uses of College Email Systems

3.1 Use of College email systems for personal or financial gain is prohibited.

3.2 Use of College-maintained email distribution lists (including "#allusers") for the promotion of personal goods or services is prohibited.

3.3 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.

3.4 Use of College-maintained email distribution lists (including "#allusers") for the distribution of information, viewpoints, and media not related to the goals 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.

3.5 College-maintained email distribution lists shall not be used to publish documents, schedules, calendars, multi-media, or other content classified as "creative works."

4.0 Appropriate Uses of College-Maintained Email Distribution Lists

4.1 College-Wide email distribution lists shall only be used to distribute information relevant to every member of the faculty and staff community.

4.2 Departmental and Campus-Wide email distribution lists shall only be used to distribute information relevant to their designated purposes.

4.3 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, intranet, and in Public Folders, so long as the published information is accessible by and relevant to every member of the faculty and staff community.

4.4 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.

5.0 User-Maintained Email Distribution Lists

5.1 The College does not restrict users' abilities to maintain and utilize personal email distribution lists.

6.0	*Email Resource Usage*

6.1	The College reserves the right to restrict or make available additional access to email resources.

6.2	The College has established per-user email storage allocations ("quotas"). Faculty or staff members who exceed these allocations shall be restricted from sending, forwarding, or replying to email messages. The ability to send, forward, and reply to messages shall be reinstated once a restricted user reduces total email storage below his or her quota.

6.3	The College reserves the right to limit the size of attachments that can be sent or received through College email systems.

6.4	The College reserves the right to notify users when they are approaching email storage quotas.