



**AP 6506**

New: April 18, 2007

Page 1 of 4

Revisions: 1/21/09; 6/28/10

**AP 6506 District Email**

**Authority:**

The Information, Communication and Technology Committee, as a shared governance District technology committee, is responsible for administering these procedures, and is the authority to amend these procedures.

**Definition:**

These procedures outline the policy for the proper use of the District computing systems for email communications.

**Responsibilities:**

It is the responsibility of the Dean of Information Technology to establish procedures, as needed, to ensure that the District's computer and communications technologies are used in a responsible, efficient, ethical and lawful manner. It is the responsibility of each department to ensure that all employees, including full and part-time faculty and staff, understand and abide by these guidelines.

**Procedures:**

The Information, Communication and Technology Committee has approved the procedures that follow:

***Background and Purpose***

The campus email system is an official communication tool for District business. Casual use of the District-owned system dilutes email as an effective District communication tool and burdens the email storage system.

District resources are expended to support District email systems and maintain the integrity of the data. It is imperative for users to follow District guidelines for email use, distribution lists, and space allocations.

District administrative email accounts, resolving to @msjc.edu, are established for District personnel and faculty via a *Computer Network Access (CNSA)* request. Email accounts for casual employees must be approved quarterly by a Supervisor, or the email account is automatically terminated. Student workers may not have an email address resolving to @msjc.edu.

### **Guidelines for Email Distribution Lists**

There is a need, from time to time, to send official email messages to all faculty and staff on both campuses. These may include service disruptions or restoration notices, safety information, emergencies, etc. Official District communications will be sent via the 'Everyone' distribution list. Administrators and key personnel have access to 'Everyone'. Other messages should be directed to the most appropriate list(s) or individual(s).

Email messages may not violate the District's Procedures for Acceptable Use by College Employees for Computer and Communications Technology (AP 6505). Individuals may not, under any circumstance, use District email for commercial purposes or for political advocacy.

Email lists supported by the District include:

<b>List</b>	<b>Included Groups</b>	<b>Generated # of emails (approx)</b>	<b>Subscription Method</b>
<i>Everyone</i>	Staff, Administration, Faculty, Associate Faculty	1600	Generated by IT only, with no option for self-deletion or inclusion.
<i>Classified</i>	Staff at all sites	600	Generated by IT only, with no option for self-deletion or inclusion.
<i>Faculty</i>	Full-time faculty at all sites	150	Generated by IT only, with no option for self-deletion or inclusion.
<i>Associate Faculty</i>	Part-time faculty at all sites	550	Generated by IT, with no option for self-deletion or inclusion.

Use of the email distribution lists is restricted to messages that meet one or more of the following criteria:

- (A) The message is essential to the proper execution of daily operations of the District.
- (B) The message notifies the community of changes in governance, policy and practice.
- (C) The message alerts the community to situations around health and safety.
- (D) The message informs the community about committee business as required by shared governance.

- (E) The message is of public importance or is collegially related to the District community.

Announcements that do not meet one of these criteria may be authorized by a District Dean or the Office of Public Information (PIO).

All District events should be communicated from the Office of Public Information. Distribution of District events from the PIO will ensure that message standards are enforced, such as date, time, campus location, additional information, etc., and that the event is placed on the District calendar. The PIO may opt to highlight the event on the MSJC website or in the media.

When responding to a group distribution list, reply to the sender and not to the entire group, whenever practical.

Departments or groups that make frequent or regular group mailings are encouraged to maintain their own email distribution group.

District email, including distribution lists, should NOT be used for:

- (A) Email that contains threatening, harassing or menacing language;
- (B) Chain Letters;
- (C) Personal events, movies, videos, or pictures;
- (D) Solicitations;
- (E) Political advocacy;
- (F) Discussion topics better suited for targeted audiences;
- (G) Virus warnings or SPAM warnings (Forward these to Helpdesk for evaluation and any further action);
- (H) Graphic-intensive flyers (Ask Webmaster to post to intranet);
- (I) Birthday or party notifications or invitations;
- (J) Attached Forms (Ask Webmaster to post to the intranet);
- (K) Embedded Website information with invitations to download wallpaper or icons;
- (L) Links to web sites not related to District business;
- (M) For space considerations, do not use custom wallpaper or icons within an email.

### ***Guidelines for Email Space Allocations***

Individual users are allotted a specified amount of space, or disk quota, for email files stored on the network. The disk quota is implemented in order to efficiently use District resources, strengthen data integrity, and allow for effective data recovery. The disk quota is set according to available system resources.

Because custom wallpaper and icons within an email take up excessive storage space, email backgrounds should be white and without custom wallpaper.

IT personnel will notify users when their accounts are approaching the disk quota. IT reserves the right to archive emails from an account if the user or department is unable/unavailable to manage their disk space. As limits are reached, the department and/or user(s) will be notified that they have reached or gone above the limit for their allocated network storage space. Information Technology will make three notification attempts to resolve the issue. If after three attempts to resolve the issues have gone unanswered, the department or user data will be archived onto an offline storage media and stored in the Information Technology office.

Appeals and requests for exceptions shall be signed by the employee's Supervisor/Administrator and sent to Information Technology.

***Discussion Threads and Events***

A message board will be made available for ongoing discussion threads. For instructions on use of message boards for threaded discussion, see the ICTC website.

***Enforcement of these guidelines***

It is the responsibility of each department to ensure that all employees, including full and part-time faculty and staff, understand and abide by these guidelines.

District Use Email Policy / Adopted 01/06/2006 ICTC  
District Use Email Policy / Amended 04/04/2008 ICTC  
District Use Email Policy / Amended 05/21/2010 ICTC