

## **B-CU Employee E-Mail Usage Policy**

### **Purpose**

To provide guidelines with regard to the access and disclosure of electronic mail messages created, sent or received by B-CU employees when they use B-CU's electronic mail system, communicate with B-CU employees or constituents, or engage in B-CU business.

This policy also applies to any non-employee personnel such as consultants who are authorized by B-CU to have access to or otherwise use the electronic mail system.

### **Policy**

B-CU e-mail accounts are granted to University constituents as a privilege, not a right. Users violating e-mail policies may have their B-CU e-mail accounts suspended or revoked at the discretion of the University administration.

Electronic distribution lists that send mass e-mails are to only be used for internal University administration purposes in the support of University business. The University reserves the right on whether or not to transmit mass e - mails. (See Policy on Mass Emails)

The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. Employees shall take all appropriate steps to ensure that B-CU's confidential business information is safeguarded.

B-CU maintains an electronic mail system, which is provided to assist in the conduct of its business. Documents and information stored in/on this technology are presumed to relate to B-CU business, are legal property of B-CU, and are subject to review by authorized B-CU personnel.

Except in the exercise of B-CU's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them except as permissible under this policy and the "B-CU Employee E-Mail Account Retention" policy.

While B-CU reserves the right to intercept, access, audit, and review all messages created, received or sent over the University's electronic mail system, prior written approval must be granted by the President. Employees should recognize that there is no expectation of privacy with respect to B-CU's access to their e-mail communications.

E-mail accounts are issued to B-CU employees for University business purposes. E-mail

account retention issues are covered under the “B-CU Employee E-Mail Account Retention” policy.

The electronic mail system shall not be used to:

- A. solicit;
- B. create offensive or disruptive messages, such as those containing insults, sexual implications, racial slurs, or any other comment that offensively addresses someone’s age, sexual orientation, religious or political beliefs, national origin, disability, or other characteristics protected by federal, state or local law;
- C. send (upload) or receive (download) copyrighted materials one does not have a legal right to, trade secrets, or illegal pornographic materials under any circumstances.

### **Policy Violation**

Employees who believe that this policy has been violated shall notify their manager and/or the CIO for resolution and action.

Violations involving faculty shall be investigated by the VP for Academic Affairs, the Chief Information Officer, and the Director of Human Resources. Violations involving staff shall be investigated by the Executive Vice President, the Chief Information Officer, and the Director of Human Resources.

E-mail policy violations may result in the suspension or revocation of the individual’s University e-mail account and/or the right to send to University e-mail accounts from a non-B-CU account. If the violation is illegal, further disciplinary action up to and including termination of employment may be taken.

### **Procedure**

Government agencies and private parties in litigation routinely subpoena e-mail messages, which can be used against the employee who sent them and/or B-CU. Do not write anything in an e-mail message that you would not want to see on the front page of a newspaper.

Use e-mail sensibly. Sending carbon copies of messages to too many people or appending attachments indiscriminately clogs the system and is inconsiderate of the value of the recipient's time.