

Policy: **Acceptable E-Mail Usage**

Purpose: **To set forth a policy detailing acceptable use of Claremont McKenna College's e-mail system.**

Scope: **All Claremont McKenna College students, faculty, and staff.**

Discussion: The College provides computers and communication systems (telephone, voice mail and electronic mail, all centralized computer systems, and the local/wide area networks) to support the faculty and staff in their day-to-day college related tasks and to provide students with needed resources for their classes. Although limited personal use of the College's system is allowed, Claremont McKenna College has established proper use of these resources. The College may inspect and monitor such use at any time. **No individual should have any expectation of privacy for messages or other data recorded in the College's systems.**

Details: **The following points define proper e-mail use at Claremont McKenna College:**

- 1 No use of these systems (described above) should ever conflict with the primary business purpose for which they have been provided, with the College's ethical responsibilities or with applicable laws and regulations.
- 2 Excessive personal use of the e-mail system will not be permitted.
- 3 The College may inspect and monitor data and communications at any time. This includes monitoring network usage, including contents, and examining files on any system that is or has been connected to the network.
- 4 All data in the College's computer and communications systems (including documents, other electronic files, and e-mail messages) are the property of the College.
- 5 The College's system must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive. Such material includes, but is not limited to, slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, or religious or political beliefs.
- 6 The College's systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages, or other non-job-related purposes.
- 7 E-mail marked "personal and confidential" must be treated the same as a document with the same statement.

Revisions: **8/9/99 - Created**

12/11/06 - Revised by ITS and the Administrative Computing Committee