CLAREMONT McKENNA COLLEGE

Policy Library

Volume X:	Information Technology Services
Chapter E-Mail:	Acceptable E-Mail Usage
Approved by:	Administrative Computing Committee (ACC)
History:	Issued: 08/09/1999 Revised: 12/11/2006 Reformatted/Revised: 12/14/2009
Related Polices:	Anti-Virus Policy, Configuration of Out-of-Office Message, E-Mail Distribution Lists, E-Mail Signature Block Standard, Submitting Mass E-Mails to Claremont McKenna College
Additional References:	N/A
Responsible Official:	Office of Information Technology Services

I. POLICY STATEMENT

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

II. ENTITIES COVERED BY THIS POLICY

- All Claremont McKenna College students, faculty, and staff.

III. CONTACTS

Direct any questions about this policy to your department's supervisor. Questions about specific issues may be addressed to:

Subject	Contact	Telephone[1]
Acceptable E-Mail Usage	Chief Technology Officer	71553

IV. DEFINITIONS

- 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-

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[1] Numbers refer to on-campus extensions. When calling from an off-campus line, please dial (909) 62+extention for numbers beginning with a "1" and please dial (909) 60+ extension for numbers beginning with a "7."

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.**

V.   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.