

THE
LeMoyne-Owen
 COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT: Electronic Mail	Effective Date:	Policy Number:
	July 1, 2011	05-1-003
	Supersedes:	Page 1 Of 2
	Policy: Date:	
Responsible Authority: Director of Information Technology		

I. Purpose of the policy/Policy statement

Electronic mail is used for internal and external communications as well as a component of the instructional process. All employees have access to individual e-mail capacities, but all-campus mail is reserved to designated employees to limit distribution to specific all-College activities and information.

II. Applicability/Scope

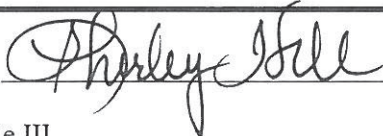
Email must not be used for personal commercial purposes, for personal financial or other gain or for transmission of chain letters, advertising or political communication/solicitation.

This policy applies to all members of the College: employees and students and guests

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Users	Must not send sensitive institutional and personal information via e-mail, unless specific steps are taken to confirm that the transmission is secured or encrypted. If transmission of sensitive information is essential contact Director of IT for assistance with securing the information.	As needed
Users	Must only use lists such as "All Users, All Faculty, All Staff, etc" for the College community. Such lists are not to be used for political announcements, the transmission of advertisements or to communicate personal messages. Only users designated by members of the Cabinet will have access to all-campus mail. If another user wishes to transmit an all campus communication, they should send it directly to the Cabinet member for their area.	On-going
IT Staff	Will block transmission of email attachments greater than 10MB	On-going
IT Staff	Will enforce a maximum mailbox size of 10 GB. Failure to reduce mailbox size will result in termination of email services	On-going
IT Staff	Will establish an email account for new employees after receipt of request from Human Resources	On-going
IT Staff	Will deactivate email accounts after notification from Human Resources.	On-going

IV. Related policies/References for more information

Authorizing Official: <u></u>	Authorization Date: <u>10/10/11</u>
Title: <u>Director of Title III</u>	