



FACULTY/STAFF EMAIL USE POLICY

The purpose of this document is to outline and establish consistent guidelines for an acceptable use policy for the Lander University e-mail systems by faculty and staff.

The purpose of Lander University's e-mail systems is to provide e-mail services to the faculty and staff for conducting University business. This type of service allows the faculty and staff of Lander University to conduct collaborative work efforts and share information with students, coworkers, and colleagues regardless of time and/or geographic boundaries. Because of this open freedom, and the possibility of conversing with individuals with whom you may have never met, faculty and staff should conduct themselves in a professional manner during their communications. Every e-mail message sent from your Lander accounts carries Lander's name, and all communications should reflect that.

This service is provided free-of-charge to the faculty and staff of Lander University. Accounts are for individual faculty or staff members, and should not be loaned out to family or friends. These accounts will be used at times for distribution of pertinent employee announcements; for this reason, **all employees** are expected to use, and maintain their e-mail account.

Issuance of Accounts

Accounts will be generated for all faculty and staff employees upon first day of employment. Additional accounts for users will be generated, as necessary and when requested by the appropriate Unit Head. Only the President and/or a Vice-President of the university can approve the creation of accounts for non-employees.

Expiration of Accounts

Employees Retiring from the University

Accounts for faculty and staff retiring from the University will be maintained indefinitely.

Employees Leaving the University

Accounts for faculty and staff leaving on good terms will expire 90 days after the last day of employment

Employees Dismissed from the University

Accounts for faculty and staff dismissed from the University will expire immediately. Email will not be forwarded after the account expire

Password Administration

Users will be provided information concerning his/her account and the default password for that account via campus mail. The user should change this password every 90 days.

Use of University Maintained Mailing Lists

The use of University Maintained Mailing lists should be restricted to Official University business. Currently Lander maintains four such lists faculty and staff. These lists will be for the distribution of official communications, unless approved by the President or a Vice-President. Some official lists may require mandatory participation by all faculty and/or staff employees.

Other lists may be created which will have different usage policies outside this document. The usage policies for those lists will be made available when the list is created.



Use of Personal Mailing Lists

Faculty and Staff may create and maintain their own personal mailing lists. The individual creating and maintaining the list and any users using the list are to ensure that members of the list agree to participate in the list. Upon request, the list maintainer must remove any individual from the list. The correspondence on these personal lists should still adhere to the acceptable use policy as they originate at Lander and carry the Lander name.

Supported Email Software

The Office of Information Technology Services only supports Microsoft Outlook as the email software for use on University owned computers. For home and remote access, a web-based version of Outlook is offered and can be accessed from any computer with Internet Access.

Mailbox and Attachment Size Limits

Faculty and Staff mailboxes are limited to 250MB. This limit applies to all mail items stored on the server (inbox subfolders, sent items, deleted items, etc.)

Email attachments are limited to 10MB. Please use careful judgment when sending email attachments that are large in size. (Campus Listserves may have different attachment restrictions. Please check specific listserv policy for more information.)

Prohibited Uses

The Lander University Mail systems are not to be used for the following:

- Personal gain
- Chain letters (*e.g., any communication which requests or demands the recipient forward the message to one or more individuals*)
- Solicitations for contributions for non-University sponsored entities
- "Get rich quick or pyramid schemes"
- Deliberate acts associated with denying, interfering with or disrupting service of Lander's e-mail service or that of any other agency.
- *Attempts* to perform mass mailings to the entire campus (or a large subset of the campus) of a non-official nature, which has a negative impact on the daily operation of the University.
- Any unlawful activity.

No one shall deliberately alter or attempt to conceal their true return mail address, or the origination location of the message. No one shall deliberately set forth to interfere with the reception of e-mail by an individual. No one shall deliberately set forth to intercept or receive, and/or view another individual's e-mail without that user's consent.

E-mail services are not to be used for any type of harassment of an individual or organization. If you feel as though you are receiving e-mail of this nature, report any and all occurrences to the Office of Information Technology Services at (864) 388-8234. Users will need to keep both printed and electronic copies of the harassing e-mail; this will help aid in the locating of the individual who is harassing them.