Email Use for Faculty and Staff

I. Policy Statement

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

The purpose of Lander University's email systems is to provide email 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 email message sent from your Lander account 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. The accounts also fall under the South Carolina Freedom of Information Act and may be subject to be released to the public. 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 email account.

University computing resources are not to be used by unauthorized persons. Failure to maintain proper security of your account, which can be used only by you, may result in its termination.

II. Issuance of Accounts

Accounts will be generated for all faculty and staff employees upon 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.

III. Expiration of Accounts

Emeritus faculty Email accounts for Emeritus faculty as defined in the faculty handbook will be maintained but must be requested annually.

Employees Leaving the University Email accounts for faculty and staff leaving the university will expire immediately and will be closed as soon as administratively feasible. Accounts created for retirees prior to July 1, 2013 will be maintained but must be requested annually.

Employees Dismissed from the University Email accounts for faculty and staff dismissed from the University will expire and be closed immediately.

IV. 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. Email account information can also be obtained from the ITS Help Desk.

V. Use of University Maintained Mailing Lists

The use of University Maintained Mailing lists should be restricted to Official University business according to university mailing lists policy. Lander maintains such lists for active faculty/staff and students. 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.

VI. Privacy and Public Records

Faculty and staff should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private and confidential. It is especially important that care is taken to send messages only to the intended recipient(s). Particular care should be taken when using the "reply" command during email correspondence.

It is important for all users to note that copies of email messages, including personal communications, may be released to the public under the South Carolina Freedom of Information Act. In addition, all email messages including personal email may be subject to and released in response to various government and court-ordered legal actions.

VII. Attachment Size

Email attachments are limited to 10MB. Please use careful judgment when sending email attachments that are large in size.

VIII. 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 email 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 email by an individual. No one shall deliberately set forth to intercept or receive, and/or view another individual's email without that user's consent.

Email services are not to be used for any type of harassment of an individual or organization. If you feel as though you are receiving email 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 email; this will help aid in the locating of the individual who is harassing them.

Any violations of this policy or inappropriate use or abuse will be subject to disciplinary actions up to and including non-renewal and termination. Other information technology related policies are located on the ITS policies web page.

IX. History

- Last review and approval on 9/8/2015.