

Eastfield College System Administration Electronic Mail Policy



Definitions: Electronic mail system - A computer software application that allows electronic messages to be communicated from one computer to another.

Electronic mail (email) - Any message, form, attachment, or other communication sent, received, or stored within an electronic mail system.

Purpose: The Dallas County Community Colleges and/or Eastfield College provide electronic mail systems and services for the purpose of enhancing productivity and maintaining effective communications in support of the missions of Eastfield College.

Ownership: Electronic mail sent, received, or stored on computers owned, leased, or administered by the Dallas County Community Colleges and/or Eastfield College is the property of the Dallas County Community Colleges and/or Eastfield College.

Privacy: Electronic mail sent, received, or stored on computers owned, leased, or administered by the Dallas County Community Colleges and/or Eastfield College is not private. Contents of electronic files will be examined or disclosed only when authorized by the user, approved by designated District officials, or required by law.

Prohibited Activities: The following activities are prohibited by policy:

- Do not send email that is intimidating or harassing
- Do not use email for conducting a private/commercial business
- Do not use email for purposes of political lobbying or campaigning
- Do not violate copyright laws by inappropriately distributing protected works
- Do not access another employee's email without that employee's consent unless doing so in accordance with established policy or law
- Do not pose as anyone other than yourself when sending email, except when authorized to send messages for another when serving in an administrative support role

The following activities are prohibited because they impede the functioning of network communications and the efficient operations of electronic mail systems:

- Do not send or forward chain letters
- Do not send unsolicited messages to large groups except as required to conduct college business
- Do not send recurring messages that contain graphics/attachments that could be posted to an existing website. An email with a link to the website is permissible.
- Do not send or forward email that may contain computer viruses

Prohibited activities identified in this section are not all inclusive. Dallas County Community Colleges and/or Eastfield College electronic mail must never be used in a manner that violates Dallas County Community Colleges and/or Eastfield College policy, state law or federal law.

In accordance with established policy or law, appropriate disciplinary action will be taken for misuse of Dallas County Community Colleges and/or Eastfield College information resources, including electronic mail systems.

Eastfield College System Administration Electronic Mail Policy



Electronic Mail Administration: The Dallas County Community Colleges administers an electronic mail system available for use by the Dallas County Community Colleges and/or Eastfield College employees and all Eastfield College departments.

Administrative functions include mailbox creation and deletion, space allocation, message delivery, system backup, virus scanning, employee training, and other tasks that may be required to maintain system functionality and integrity.

Employee Mailboxes: An electronic mailbox is established for each authorized employee. The authorized employee receives access to the mailbox upon delivery to the Office of Information Resources a signed User Acknowledgment Form as required by established policy.

All authorized employees are added to the **EFC** mailing group. This mailing group is to be used only for the delivery of messages relating to the Dallas County Community Colleges and/or Eastfield College business. Other shared mailing groups are created at the request of department heads. Employees are added to these groups as directed by the hiring department.

The employee manages messages and folders contained within employee assigned mailboxes. Employees are encouraged to configure mailboxes to purge deleted messages upon exiting the mailbox.

Use the alias email address for contacts outside the District. (example: use jdoe@dcccd.edu not jx44XXX@dcccd.edu)

All emails will include a standard Signature (see P:\4info folder EFC Email Signature Template):



Name
Title
Division
3737 Motley Dr.
Mesquite, Texas 75150
Office Telephone
Office Fax
jdoe@dcccd.edu (EFC Email address)

Nothing else may be added to the Signature.

Departmental Mailboxes: Each Eastfield College department may establish a departmental electronic mailbox. These boxes are appropriate for shared calendar use and receiving communications that are not directed to a specific employee. They may also be used as electronic filing cabinets for records retention purposes.

A departmental mailbox can be established at the request of the department head or designated departmental contact. Requests should be sent to the Eastfield IT Support Center Help Desk.

Email Groups: Email Groups direct messages to specific recipients. Eastfield College uses numerous email groups and considers each email group a tool to be utilized properly by Eastfield employees. All non-policy group emails should contain an expiration date so as to avoid adding email clutter.

Eastfield College System Administration Electronic Mail Policy



EFC is an email group designated specifically for college business. Examples of proper use would include: awards received by Eastfield, Eastfield sponsored clubs/organizations events, division notifications, college events and alerts, EFC calendar information, information from the President, procedures/policy information, and other information that is related to campus events. When awards or special notice is distributed regarding an EFC employee, **replies should be made directly to the recipient, not to the group.**

4CHAT is an email group which is used solely for EFC employees as a community bulletin board. Members of this group should not use this group to promote a personal business, religious viewpoint or political points of view. The function of this group is communication between EFC employees about personal items for sale, exchange of information about business, contractors, restaurants, awards, personal family news and other such news. Any item for sale should be owned personally and must not be promoting a personal business.

DISTRICT is an email group of all employees within the DCCCD. The Director of Marketing and Communications will review and approve any email to be sent to the District email group. The District email group is used only for college business and/or college events.

If members of these groups violate proper usage, the EFC Email Administrator will contact the violator with instructions to “retract” the improper message. The supervisor of the violator will be copied on the message. The violator will be expected to reply with confirmation that the message has been retracted.

Distribution of Personal Information on Eastfield Employees:

The type of personal information referenced would be a death in the family, illness, or catastrophic changes in an employee’s life.

Appropriate wide spread distribution of personal information about an Eastfield employee should be initially directed to the Director of Marketing and Communications. The director will contact the Eastfield employee or an appropriate family member for instructions, preference, and permission to release information to the Eastfield College community. The director will use best practices from past experiences to distribute information, e.g., EFC, 4CHAT, District email group, or related council email groups. EFC will be used for any employee news, and 4CHAT will be used for family news. The EFC Email Administrator and the first line supervisor of the employee will provide first and second backup to the Director of Marketing and Communications for information distribution.

Electronic Mail Backup and Recovery:

The DCCCD creates electronic mail backup tapes daily (Monday through Friday) solely for the purpose of restoring the entire electronic mail system in the event of disaster. Tapes are retained for a period of one week.

Eastfield College System Administration Electronic Mail Policy



As an Eastfield employee, I have read and will comply with the Eastfield College System Administration Electronic Mail Policy. I understand that failure to comply with the Eastfield College System Administration Electronic Mail Policy or the District's Computer Use Policy may result in restriction or revocation of access to District computing resources and facilities or disciplinary action, including termination of employment.

Signature

Date

Name/Department (Please Print)

Login ID

07/2004

*The Eastfield College System Administration Electronic Mail Policy for responsible computing can be read via the Internet at www.eastfieldcollege.edu/email.pdf.

*The DCCCD Computer Use Policy for responsible computing can be read via the Internet at [http://www.tasb.org/policy/pol/private/057501/pol.cfm?DisplayPage=CR\(LOCAL\).html](http://www.tasb.org/policy/pol/private/057501/pol.cfm?DisplayPage=CR(LOCAL).html).