

## **E-MAIL POLICY**

### Acceptable Use of e-mail:

The e-mail system exists for the Academic and Business purposes of Molloy College. Use of e-mail should be limited to these purposes whenever possible. The system allows for both on or off campus access via the internet or another e-mail client. It is expected that employees of the college will check their accounts on a regular basis.

### Prohibited Uses of e-mail:

The College's technology resources should never be used for

- A. personal monetary gain or for any commercial purposes not related to college business
- B. sending copies of documents in violation of US copyright laws
- C. obtaining sensitive information not intended for public dissemination
- D. violating any laws or regulations
- E. "spoofing" or "snooping"
- F. promoting or supporting personal agendas not in accordance with the mission of the college

### Account creation:

Upon employment at Molloy and completion of the LAN Authorization Form, users will be granted access to an e-mail account in their name.

### Account Retention and Deletion

E-mail users are permitted to access their accounts any time they wish so long as they are employed at the College.

Faculty, Staff and Administrators no longer employed by the college will have their accounts disabled upon departure. Accounts are disabled for a period up to 30 days during which time immediate supervisors will be granted access to retrieve any e-mails that may be needed by the department. After retrieval of necessary information and upon written approval of a supervisor, the account will be permanently deleted and all contents rendered unrecoverable.

### E-mail Forwarding

Molloy College does not support forwarding of messages to other services such as Hotmail, Yahoo, or Gmail.

### Mass e-mail distribution

Molloy College has established distribution lists to be used for contacting large groups of predefined constituents. Mass e-mail distribution should only be used when needed and is limited to the following purposes:

- A. **Urgent:** Highly important notices such as security or emergency notifications
- B. **Formal:** Non-emergency messages such as federal reporting requirements, changes in departmental policies, office closures, and other time sensitive notices
- C. **Informational:** University work or other non-emergency informational messages

All Mass distributions should be approved by a Vice President, Director, or Manager before being sent. All reasonable efforts should be made to check distributions for grammar and spelling as well as content. It is unacceptable to send e-mail distributions that include:

- A. Promotion of outside events not sponsored or supported by the college
- B. Political statements, expression of personal opinion, conduct of personal business, unauthorized fundraising or solicitation
- C. Notices of houses or other items for sale or rent, requests for rides, lost and found, or commercial promotions

### Spam

Molloy College has worked extremely hard to limit SPAM e-mail from entering its domain. Spam blocking technology is constantly updated and improved in an attempt to eliminate spam from campus mailboxes. Occasionally, legitimate mail is flagged by the spam filter. If you are expecting e-mail from an outside source and suspect that it has been blocked, you may contact the Associate Network Manager at [mailadmin@molloy.edu](mailto:mailadmin@molloy.edu).

Molloy College IT staff members will not “white-list” email accounts of family, friends or any other non-college business related e-mails. We will not be responsible for deleted attachments of unknown file types and the filter will permanently block addresses of spammers as well as those who send e-mail containing viruses or other malicious content.

Account holders should never use their college e-mail to sign up for promotions, sweepstakes, or any website of questionable content not related to college business. Any correspondence that will contain personal information not related to college business should be directed to your personal e-mail account.

### Storage

E-mail accounts are backed up regularly and take up large amounts of space on the college network. Anyone who wishes to preserve e-mails is encouraged to archive them. Archives may be stored on your PC, however these archived files will not be backed up. Employees required to preserve e-mails for regulatory purposes may archive messages and store them on a network drive which is backed up nightly.

### Access, Privacy and Disclosure

Molloy College e-mail accounts are owned by the college and their contents considered correspondence on behalf of the college. To the extent provided by law, Molloy College reserves the right to inspect the contents of mailboxes without consent. Inspection will not occur without

reasonable cause. Upon request, correspondence may be made available to authorized personnel without consent.

Electronic mail of students may constitute "education records" subject to the provisions of the federal statute known as the Family Educational Rights and Privacy Act of 1974 (FERPA). The University may access, inspect, and disclose such records under conditions that are set forth in the statute.

Molloy College will take reasonable measures to ensure the privacy and confidentiality of the contents of e-mail, but these measures cannot be guaranteed.

#### Penalties and Consequences

Users in violation of these policies may be subject to disciplinary action in accordance with Molloy College's code of conduct.