

## **EMPLOYEE E-MAIL AND VOICE MAIL POLICY**

**PURPOSE:** To establish e-mail and voice mail policies for employees of Franklin Pierce College. (When used in this policy, wherever the context permits, a reference to e-mail shall be deemed to include voice mail.) This policy is not intended to address the ownership of intellectual property stored or transmitted through the college's e-mail system. Ownership of intellectual property is governed by law.

**POLICY:** Franklin Pierce College recognizes that principles of academic freedom, freedom of speech, and privacy hold important implications for the use of electronic communications. The college respects the privacy of electronic communications in the same way that it respects the privacy of paper correspondence and telephone conversations. However, employee privacy does not extend to the employee's work related conduct or to the use of college-provided equipment or supplies. Personal use of e-mail is a privilege, not a right. As such, the privilege may be revoked at any time. Abuse of the privilege may result in appropriate disciplinary action. You should be aware that the following practices and procedures might affect your privacy in the workplace.

**DATE APPROVED:** December 17, 2001

### **PRACTICES & PROCEDURES:**

- I. Administration's Right to Access Information – E-mail is available at Franklin Pierce College to facilitate college communications among staff, faculty, and students. Although each member of the community has an individual password to access this system, the system belongs to the College and the contents of e-mail communications are accessible at all times by Franklin Pierce College for any business purpose.
  - A. All e-mail correspondence in the college's communications systems is the property of the college, regardless of where it may have originated.
  - B. Employee e-mail communications are not considered private despite any such designation either by the sender or the recipient.
  - C. Employees should be aware that messages sent to recipients outside of the college, if sent over the Internet and not encrypted, are not secure. Accordingly, no college, student's or client confidential information should be sent over the Internet except by the College's approved means.
  - D. The college does not routinely inspect, monitor, or disclose electronic communications without the holder's consent. Nonetheless, the college reserves the right to inspect, monitor, or disclose electronic communications under compelling circumstances. These circumstances include, but are not limited to:
    1. As a result of legal discovery, writ, warrant, subpoena, etc.

2. When there is a threat to the computer system's integrity or security as determined by the system administrator
3. To enforce policies against harassment and threats to individuals
4. To protect the college or its employees and representatives against liability or other potentially adverse consequences
5. When there is significant reason to believe college policies have been violated

These actions must be requested by a member of the senior staff for their department reporting structure and the Director of Human Resources.

- E. The existence of passwords and “message delete” functions do not restrict or eliminate the college’s ability or right to access electronic communications. Even deleted messages may be recovered and reviewed.
  - F. Employees who use their own equipment to connect to the college from outside the college premises or from home should know that any communications that are delivered to or sent through the college communications systems may leave copies behind on the college system, are not private, and are subject to all of the terms and provisions of this policy statement.
- II. User Accounts – Each member of the Franklin Pierce College community may have an e-mail account. It is the responsibility of the user to protect access to their account with a private password.
- A. Employees shall not share passwords, provide e-mail access to an unauthorized user, or access another user’s e-mail box without authorization.
  - B. Employees shall not post, display, or make easily available any access information, including, but not limited to passwords.
- III. Message Content – E-mail messages from the Franklin Pierce College e-mail system reflect upon the college.
- A. Offensive, demeaning or disruptive messages are prohibited. This includes, but is not limited to, messages that are inconsistent with the college’s policies concerning equal employment opportunity and sexual or other unlawful harassment.
  - B. Messages sent to “All Employees” and other broadcast messages should be used sparingly and only for the College business. Refer to the Administrative Policy Manual, page 6-36, for guidelines concerning solicitation and distribution of information and materials. Mass e-mail may impede the ability of the college to deliver essential e-mail.
  - C. Employees should be aware that when sending an e-mail message of a personal nature, there is always the danger of the employee’s words being interpreted as official college policy or opinion.

IV. Personal E-mail

- A. E-mail should not be used for any personal monetary interests or gain.
- B. Employees should not subscribe to mailing lists or mail services strictly for personal use.
- C. Personal e-mail should not impede the conduct of college business.
- D. Chain e-mail should be deleted immediately upon receipt and not forwarded to any other employees. Circulating chain e-mail results in an enormous volume of messages on the network, which may impede the ability of the college to conduct legitimate business.