

E-MAIL AND VOICE MAIL POLICY

PURPOSE: To establish e-mail and voice mail policies for employees of Franklin Pierce University. (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 University's e-mail system. Ownership of intellectual property is governed by law.

POLICY: Franklin Pierce University recognizes that principles of academic freedom, freedom of speech, and privacy hold important implications for the use of electronic communications. The University 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 University-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

REVIEWED: SEPTEMBER 1, 2007

PRACTICES & PROCEDURES:

- I. Administration's Right to Access Information.
 - A. E-mail is available at Franklin Pierce University to facilitate University 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 University and the contents of e-mail communications are accessible at all times by Franklin Pierce University for any business purpose.
 - B. All e-mail correspondence in the University's communications systems is the property of the University, regardless of where it may have originated.
 - C. Employee e-mail communications are not considered private despite any such designation either by the sender or the recipient.
 - D. Employees should be aware that messages sent to recipients outside of the University, if sent over the Internet and not encrypted, are not secure. Accordingly, no University, students or client confidential information should be sent over the Internet except by the University's approved means.
 - E. The University does not routinely inspect, monitor, or disclose electronic communications without the holder's consent. Nonetheless, the University 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 University or its employees and representatives against liability or other potentially adverse consequences
5. When there is significant reason to believe University policies have been violated.
6. These actions must be requested by a member of the senior staff for their department reporting structure and the Manager of Human Resources.
7. The existence of passwords and “message delete” functions do not restrict or eliminate the University’s ability or right to access electronic communications. Even deleted messages may be recovered and reviewed.
8. Employees who use their own equipment to connect to the University from outside the University premises or from home should know that any communications that are delivered to or sent through the University communications systems may leave copies behind on the University system, are not private, and are subject to all of the terms and provisions of this policy statement.

II. User Accounts – Electronic communication has emerged as a reliable, quick, and cost-effective method of communication between faculty, staff and students. Each member of the Franklin Pierce University community shall be granted an e-mail account.

A. The primary method of communication to all faculty, staff and students shall be through University email. The University has the right to expect that those communications will be received and read in a timely fashion.

1. All Faculty, Staff and students must maintain their email accounts so that they are available to receive important communication from the University. The University expects that all faculty, staff and students check their University email account on a frequent and consistent basis in order to stay current with University communications and to respond in a timely fashion to any time sensitive inquiry.

2. Failure to maintain your University email account may be cause for disciplinary action up to and including termination.

B. It is the responsibility of the user to protect access to their account with a private password. Employees shall not share passwords, provide e-mail access to an unauthorized user, or access another user’s e-mail box without authorization.

C. 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 University e-mail system reflect upon the University.

A. Offensive, demeaning or disruptive messages are prohibited. This includes, but is not limited to, messages that are inconsistent with the University’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 University business. Mass e-mail may impede the ability of the University 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 University 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 University 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 University to conduct legitimate business.