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TITLE: Email Policy
EFFECTIVE DATE: November 6, 2008
LAST REVISION: August 31, 2014
Policy No. 3.1004

Policy Statement

1. Purpose

The purpose of this email policy is to ensure the proper use of the college email system and make users aware of what the college deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within the college network.

2. Scope

This policy covers appropriate use of any email sent from the college's email address and applies to all employees, students, vendors, and agents operating on behalf of the college. Exceptions to this policy are documented in section 4.2.

3. Policy

- 3.1. All use of email must be consistent with the college policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
- 3.2. The college email account should be used primarily for college business-related purposes.
- 3.3. The college email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any college employee should report the matter to their supervisor immediately.
- 3.4. Using a reasonable amount of the college resources for personal emails is acceptable, but non-work related email should be saved in a separate folder from work related email. Sending chain letters or joke emails from a college email account is prohibited.
- 3.5. Employees shall have no expectation of privacy in anything they store, send or receive on the college's email system.
- 3.6. The college may monitor messages without prior notice. The college is not obliged to monitor email messages.

4. Policy Compliance

- 4.1. Compliance Measurement



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The Chief Information Officer will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback.

4.2. Exceptions

The Chief Information Officer must approve any exception to the policy in advance.

4.3. Non-Compliance

An employee found to have violated this policy maybe subject to disciplinary action, up to and including termination of employment.

Source of Policy: Information Technology

Related Policy: _____

Approved by: 
Chancellor Andrea Lewis Miller

Responsible Administrator: CIO

LCTCS Policy Reference: 7.005

LCTCS Guideline Reference: _____

Date: 08/31/14