

PROCEDURE:

3.3.4p2. Email Use

Revised: April 17, 2013; April 16, 2014; April 15, 2015; April 27, 2016; April 19, 2017; April 15, 2020

Last Reviewed: April 17, 2013; April 16, 2014; April 15, 2015; April 27, 2016; April 19, 2017; April 18, 2018; April 17, 2019; April 15, 2020; April 21, 2021; April 20, 2022; April 19, 2023; April 17, 2024

Adopted: April 18, 2012

I. PURPOSE

The purpose of this procedure is to prevent the misuse of the campus email system of Ogeechee Technical College. When email goes out from a College email address, the general public tends to view that message as an official statement from Ogeechee Technical College.

II. RELATED AUTHORITY

TCSG Procedure 3.3.4p. Acceptable Computer and Internet Use

TCSG Procedure 3.3.13p. Business Email Archiving, Retention and Investigation

Ogeechee Technical College Procedure 3.3.4p1. Acceptable Computer and Internet Use

Ogeechee Technical College Procedure 3.3.4p4. Remote Access

Ogeechee Technical College Procedure 3.3.4p3. Privacy Notice to Computer Users

III. APPLICABILITY

This procedure covers any email sent from a College email address and applies to all employees, students, vendors, and agents operating on behalf of Ogeechee Technical College.

IV. DEFINITIONS

None.

V. ATTACHMENTS

None.

VI. PROCEDURE

General

1. Prohibited Use

The Ogeechee Technical 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 and students who receive any emails with this content

from any Ogeechee Technical College employee or student should report the matter to their supervisor or instructor immediately.

2. **Personal Use**

Using a reasonable amount of Ogeechee Technical College resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending or forwarding chain letters, offensive messages, joke emails, or emails promoting a personal business from a College email account is prohibited.

3. **Monitoring**

Ogeechee Technical College employees or students shall have no expectation of privacy in anything they store, send or receive on any of the College's email systems. Ogeechee Technical College authorized personnel may monitor messages without prior notice. However, Ogeechee Technical College is not obligated to monitor email messages.

4. **Security Notices**

Official virus or other malware and security warnings will come from a member of the Information Technology Services Department. All virus or other malware and security warnings NOT generated from the Information Technology Services Department are considered unofficial and should be ignored.

Authorized Personnel

Vice Presidents of each division can request an investigation and disclosure of electronic data or communications of a subordinate position. The Office of the President must approve each request. Upon approval, the Office of the President will contact the appropriate personnel in the Information Technology Services Department to fulfill the request.

Enforcement

Abuse or misuse of email systems may violate this policy, but it may also violate criminal statutes. Therefore, Ogeechee Technical College will take appropriate action in response to user abuse or misuse of email systems and services. Action may include, but not necessarily limited to, the following:

1. Suspension or revocation of computing privileges. Access to all computing facilities and systems can, may, or will be, denied;
2. Reimbursement to Ogeechee Technical College for resources consumed;
3. Other legal action including action to recover damages;
4. Referral to law enforcement authorities;
5. Computer users (faculty, staff and/or students) will be referred to the appropriate office for disciplinary action.

VII. RECORD RETENTION

The retention period for all employee email messages not subject to legal holds will be 60 months.