



ADMINISTRATIVE POLICY

Acceptable Use of E-mail

POLICY STATEMENT

E-mail is a critical mechanism for communications at Nevada State College (NSC). Use of Nevada State College's electronic mail systems and services are a privilege and therefore must be used with respect and in accordance with the goals of NSC.

REASON FOR POLICY

The purpose of this policy is to outline appropriate and inappropriate use of NSC's e-mail systems and services in order to minimize disruptions to services and activities, as well as comply with applicable policies and laws.

PROCEDURES

Account Activation/Termination

E-mail access at NSC is controlled through individual accounts and passwords. It is the responsibility of the employee to protect the confidentiality of their account and password information.

All employees of NSC are provided an e-mail account that is centrally managed by Information & Technology Services. E-mail accounts will be granted to third party non-employees on a case-by-case basis. Possible non-employees that may be eligible for access include:

- Consultants
- Contractors
- Individuals working on behalf of NSC
- NSC groups, clubs/organizations, programs, or departments

E-mail access will be terminated when the employee or third party terminates their association with NSC, unless other arrangements are made. Information & Technology Services is under no obligation to store or forward the contents of an individual's e-mail inbox/outbox after the term of their employment has ceased.

General Expectations of End Users

Important official communications are often delivered via e-mail. As a result, employees of NSC with e-mail accounts are expected to check their e-mail in a consistent and timely manner so that they are aware of important college announcements and updates, as well as for fulfilling business and role-oriented tasks.

E-mail users are responsible for mailbox management, including organization and cleaning. If a user subscribes to a mailing list, he or she must be aware of how to remove him or herself from the list, and is responsible for doing so in the event that their current e-mail address changes.

E-mail users are also expected to comply with normal standards of professional and personal courtesy and conduct.

Appropriate Use

Individuals at NSC are encouraged to use e-mail to further the goals and objectives of the institution. The types of activities that are encouraged include:

- Communicating with fellow employees, students, partners of the institution, and contacts within the context of an individual's assigned responsibilities.
- Acquiring or sharing information necessary or related to academic enrichment or the performance of an individual's assigned responsibilities.
- Participating in educational or professional development activities.

Inappropriate Use

NSC's e-mail systems and services are not to be used for purposes that could be reasonably expected to cause excessive strain on systems. Individual e-mail use will not interfere with others' use of NSC's e-mail system and services. E-mail use at NSC will comply with all applicable laws and NSC policies.

The following activities are deemed inappropriate uses of NSC e-mail systems and are prohibited:

- Use of e-mail for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading of computer viruses).
- Use of e-mail in any way that violates NSC's policies, rules, or administrative orders.
- Viewing, copying, altering, or deletion of e-mail accounts or files belonging to NSC or another individual without authorized permission.
- Sending of unreasonably large e-mail attachments. The total size of an individual e-mail message sent (including attachment) should be 25mb or less.
- Opening e-mail attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
- Sharing e-mail account passwords with another person, or attempting to obtain another person's e-mail account password. E-mail accounts are only to be used by the registered user.
- Excessive personal use of NSC e-mail resources. NSC allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with staff productivity, pre-empt any business activity, present a conflict of interest, or consume more than a trivial amount of resources. NSC prohibits personal use of its e-mail systems and services for unsolicited mass mailings, non-NSC related activity, dissemination of chain letters, and use by non-employees.

Monitoring and Confidentiality

The e-mail systems and services used at NSC are owned by the college and are therefore its property. This gives NSC the right to monitor any and all e-mail traffic passing through its e-mail system. While the college does not actively read end-user e-mail, e-mail messages may be inadvertently read by the technical staff during troubleshooting issues involving the e-mail system. In addition, backup copies of e-mail messages may exist, despite end-user deletion, in

compliance with NSC's data backup and retention policies. The goals of these backup and archiving procedures are to ensure system reliability and prevent business data loss.

If Information & Technology Services discovers or has good reason to suspect activities that do not comply with applicable laws or this policy, e-mail records may be retrieved and used to document the activity in accordance with due process. All reasonable efforts will be made to notify an employee if his or her e-mail records are to be reviewed. Notification may not be possible, however, if the employee cannot be contacted, as in the case of employee absence due to vacation.

Use extreme caution when communicating confidential or sensitive information via e-mail. Keep in mind that all e-mail messages sent outside of NSC become the property of the receiver and could potentially be considered public record. Demonstrate particular care when using the "Reply to All" command during e-mail correspondence.

Reporting Misuse

Any allegations of misuse should be promptly reported to the Director of Information Technology. If an offensive e-mail is received, do not forward, delete, or reply to the message. Instead, report it directly to the individual named above.

CONTACTS

SUBJECT	CONTACT	PHONE	EMAIL
Primary Contact(s)	Brian Chongtai	702-992-2410	brian.chongtai@nsc.edu

DEFINITIONS

RELATED INFORMATION

HISTORY

Revised 3/19/18