

<b><u>E-MAIL POLICY</u></b>	
<b>1.0</b>	<b>Purpose:</b> To govern the use of College provided email systems.
<b>2.0</b>	<b>Revision History:</b> Updated 04/18/2017
<b>3.0</b>	<b>Persons Affected:</b> This policy applies to all Employees of Quinsigamond Community College.
<b>4.0</b>	<p><b>Policy:</b></p> <ol style="list-style-type: none"> <li>1. Email is provided to Employees to conduct the business of the college.</li> <li>2. The College does not guarantee privacy or confidentiality of any electronic mail.</li> <li>3. Use of electronic mail to violate this or ANY College policy is prohibited.</li> <li>4. Any use of electronic mail which does not respect the image and reputation of the College is prohibited.</li> <li>5. The user bears sole responsibility for all transmissions using their assigned email address.</li> <li>6. Assigned email addresses and accounts are not transferable.</li> <li>7. Concealment or misrepresentation of names, addresses, or affiliations in electronic mail is prohibited.</li> <li>8. Use of the campus-wide broadcast email list, QCC Family, is limited to college related business.</li> <li>9. Use of electronic mail to transmit unencrypted confidential College owned information is prohibited.</li> <li>10. Use of electronic mail for commercial purposes is prohibited.</li> <li>11. Use of electronic mail that is threatening, offensive or for purposes of harassment is prohibited.(see Appendix B of the QCC Information Systems Acceptable Use Policy)</li> <li>12. Electronic mail is part of the business record of the College and may be inspected or subject to discovery in litigation and freedom of information act requests. (see Appendix D of the QCC Information Systems Acceptable Use Policy)</li> </ol>
<b>5.0</b>	<p><b>Definitions:</b></p> <p>For the purpose of this document the following definitions apply:</p> <ol style="list-style-type: none"> <li>1. Employees of Quinsigamond Community College are defined as all Employees, Work Study, and Volunteers.</li> <li>2. The Email system is defined as Microsoft Exchange/ Outlook and includes all functionality associated with it such as email group lists and public folders.</li> <li>3. Email is provided to students using Gmail from Google Apps and are not considered the</li> </ol>

	<p>official business of Quinsigamond Community College.</p> <p>4. Confidential information is outlined in the QCC FERPA (Family Education Rights Privacy Act) Policy, HIPAA (Health Insurance Portability and Accountability Act) and of PANs (Personal Account Numbers) as outlined by the Payment Card Industry Data Security Standard.</p>
6.0	<p><b>Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Any person who uses the College Email System consents to all of the provisions of this policy and agrees to comply with all of its terms and conditions and with all applicable state, federal, and international laws and regulations.</li> <li>2. The user is solely responsible for all materials viewed, stored, or transmitted from QCC-based computers or through QCC-based systems. QCC expects, however, that users will comply with all College rules and state and federal laws related to Internet use. Failure to do so may result in the suspension or revocation of a user's access privileges and disciplinary measures, including the possibility of civil and/or criminal liability as described in Appendix C.</li> <li>3. College Employees are obligated to report any abuse to the Chief Technology Officer.</li> </ol>
7.0	<p><b>Procedures: N/A</b></p>
8.0	<p><b>Sanctions:</b></p> <p>Sanctions will commensurate with the severity and/or frequency of the offense and may include revocation of access, termination of employment and/or applicable criminal prosecution.</p> <p>Violators of College policies are subject to disciplinary action, including but not limited to loss of computer and network access privileges. All actions may be appealed by the user according to the established College appeal process.</p>