



## **EMAIL**

**#5-04**

Approved:	April 12, 1995	by: Administrative Council
Revised:	January 13, 2003	by: President's Council
Effective:	January 13, 2003	
Date to be Reviewed:	2005	

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## **POLICY**

**North Island College's email system, including email addresses, numbers, accounts, other identifiers associated with the College or any unit or sub-unit of the College or assigned by the College to individuals, units, sub-units, or functions are considered to be the property and responsibility of North Island College and are not the property of the individual users of the system. When possible, North Island College will provide email addresses for employees, to assist them in performing their work and to enhance communication and productivity.**

## **PURPOSE**

The purpose of this policy is to provide direction to employees using the College email system. Employees using email are responsible for ensuring their use of email technology is appropriate and consistent with this policy and guidelines.

## **GUIDELINES**

### **1. Email Accounts**

- In order to obtain an email account, all approved users (support staff [CUPE 3479], faculty [North Island College Faculty Association] and the exempt/excluded group) will be required to complete and sign the Computer System Access Request form, available from Information Technology Services. Exceptions to the above approved user groups must be approved by the Director of Institutional Research and Information Technology;
- The Computer System Access Request form must be signed by the user indicating they have read and agree to comply with this email policy, countersigned by the appropriate Administrator and retained by Information Technology Services; and

- Email accounts will be deactivated upon cessation of employment with the College or when employees are on a leave of absence.
- 2. Email Security**
- Users should not consider electronic communications to be either private or secure, and should be aware that all such records are College documents, that may be monitored and maybe subject to disclosure under the *Freedom of Information and Protection of Privacy Act*; and
  - Each email account is password protected and it is the responsibility of the user to safeguard their password.
- 3. Email Messages**
- North Island College will monitor email to support operational, maintenance, auditing, security and investigative activities. Users should act in the knowledge that North Island College will from time-to-time examine the content of email; and
  - Users must not alter the 'From' line or other attribution-of-origin information in email, messages, or postings. Anonymous or pseudonymous email is prohibited.
- 4. Email Records**
- Email is considered a College record or document and therefore is potentially releasable subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act*;
  - Transitory records (those of temporary usefulness that are needed only for a limited time in order to complete a routine action or prepare an ongoing record) are not incorporated in records control or filing systems and should be deleted regularly. Transitory records that could have been deleted but were not must not be destroyed once a request is received under the *Freedom of Information and Protection of Privacy Act*; and
  - Non-transitory records are those that the College uses to control, support or document the delivery of programs, to carry out operations, or to make decisions and must be retained in accordance with North Island College's retention and disposition schedules outlined in North Island College Freedom of Information and Protection of Privacy - Record Retention and Disposal Schedule Policy #1-05.
- 5. All User Email Broadcasts**
- In most circumstances general information email broadcasts are to be posted on the College Intranet's electronic bulletin board that is accessible by all College employees;
  - Users requesting an 'all users' general broadcast message should forward their request to the Office of College Relations who will facilitate the request; and
  - Users wishing to send an email to employees on their home campus have access to do so but are reminded that the message must be for College business.

## 6. Use of College Email for Personal Use

### Acceptable Use

- Reasonable incidental personal use of email is permitted provided that, in addition to the constraints and conditions of this policy, it does not: directly or indirectly interfere with the College's operation of electronic communications resources; interfere with the user's obligations to the College; or, burden the College with noticeable incremental costs; and
- The College is not responsible for any loss or damage incurred by an individual as a result of personal use of the College email system.

### Unacceptable Use

- Use of College email or other forms of electronic communication (i.e. bulletin board systems, newsgroups, chat groups, or display on College computers) for messages of a fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate nature is prohibited. Users encountering or receiving this kind of material should immediately report the incident to their supervisor;
- College email must not be used to initiate or forward chain mail;
- Any communication contrary to the College's Harassment and Discrimination Policy or to the *BC Human Rights Code* is prohibited; and
- For dissemination or storage of commercial or personal advertisements, solicitations, personal promotions, destructive programs (i.e. viruses or self-replacing codes) or uses of this nature.

## 7. Breach of Policy

- Administration has an obligation to ensure communication is for legitimate business purposes, i.e. assess quality control issues or workplace activities; and to dissuade and detect the illegal use of the email, and to fulfill obligations under *BC Human Rights* Legislation to ensure a workplace free from harassment or discrimination;
- Administration has the right of access to all employee email including any personal email stored on the College's system;
- Information gathered in the College's monitoring systems, that becomes the subject of employee discipline, will be kept in an employee's personnel files if it forms part of a disciplinary action;
- Sending, transmitting, or otherwise disseminating proprietary data, trade secrets, or other confidential information of North Island College is strictly prohibited; and
- Non-compliance with this policy will be subject to the full range of disciplinary and other formal actions up to and including dismissal.

**Cross Reference:**

See also Freedom of Information and Protection of Privacy Policy #1-01

See also Freedom of Information and Protection of Privacy –Record Retention and Disposal  
Schedule Policy #1-05

See also Human Rights – Harassment and Sexual Harassment Policy #2-08

See also Electronic Publishing Policy #5-06