

POLICIES OF COLORADO STATE UNIVERSITY-PUEBLO

UNIVERSITY POLICY

Policy Title: EMAIL AND ELECTRONIC MASS COMMUNICATIONS POLICY	Policy ID #: Category: Information Technology Services Select a Category: Contact(s):
<input type="checkbox"/> Draft	X Final
<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revision of Existing Policy	Effective Date: 02/06/2015

POLICY PURPOSE

This policy provides the guidelines for using the email systems owned and/or controlled by Colorado State University-Pueblo and the use of electronic mass communications. CSU-Pueblo is the owner of the domain Csupueblo.edu (formerly colostate-Pueblo.edu).

APPLICATION OF POLICY

This policy applies to all users of CSU-Pueblo email systems, including students, faculty, staff, administration and affiliates.

DEFINITIONS

1. Mass email communication is any email or group of substantially similar emails sent in total to more than 50 addresses.
2. Distribution Groups are email groupings of specific campus constituent source types (i.e. student, faculty, adjunct faculty, classified staff, etc.).

POLICY STATEMENT

Colorado State University-Pueblo has placed certain limits on use of its email systems, including specific requirements regarding the use of such systems for mass email communication to faculty, students, staff administration and affiliates. Mass email communication is not intended for incidental use and is prohibited except for as stated within this policy. Any exception for mass email communications must involve official University business and must be conducted in keeping with the policies and guidelines in place. Only the President of the University, or the President's designee, and the University's Campus Safety Team along with the Pueblo County

Sheriff's Office, may authorize a person to send a campus-wide email to all students, faculty, and staff. The limitation of mass email communications is to help assure that systems are not overtaxed, and that these mass email communications on the University's behalf are appropriate to serve the University's business needs. Use of the email system is not intended to create or constitute a public forum. Use of the email system by an employee, other than for incidental personal communication is considered use within the employee's official capacity.

A. Use of CSU-Pueblo Email

1. **Acceptable Use:** The use of the University email account is subject to the CSUS Board of Governors Policy 127, *Use of Digital Resources*, and CSU-Pueblo's *Acceptable Use Policy (AUP)*, and any other policies of the Board of Governors and CSU-Pueblo that are established now or may be in the future. CSU-Pueblo will enforce its policies and those of the Board of Governors. Use of the email system must always be ethical, reflect honesty, including academic honesty and may not be used to threaten, harass, intimidate, frighten, discriminate, or defame someone or violate any federal, state or local laws. Employees and/or students engaging in such use may have their access to University electronic systems curtailed or deactivated, and/or be subject to disciplinary measures pursuant to the appropriate policies and procedures. The University has the right to deactivate any person's CSU-Pueblo email account immediately for any safety or security reason, without notice.
2. **Personal Use:** Incidental personal use of a Colorado State University- Pueblo email account is permitted. Nonetheless, official University business remains the primary use for which these resources are provided; personal use of University email accounts and services must be incidental, and accomplished with prudence and discretion.
3. Colorado State University-Pueblo uses e-mail as one of the official means of communication with students, faculty and staff to keep them informed of important information such as financial aid and billing data; deadlines, events, and updates; and important campus news. Each person is issued an official csupueblo.edu e-mail account for use while he or she is enrolled or employed. The University shall send official communication to students, faculty, and staff by e-mail with the assumption that persons will receive, read and, if necessary, act in a timely manner based upon these e-mails. It is the responsibility of students and employees to access and maintain these accounts in accordance with this policy and other University policies including, but not limited to, the Acceptable Use Policy for Electronic Resources. Anyone who chooses to have their University email forwarded to an unofficial e-mail address does so at their own risk. Colorado State University-Pueblo is not responsible for any e-mail beyond delivery to csupueblo.edu accounts. If a person is found to

have violated this policy and their email account is deactivated, then it is that person's responsibility to obtain official communications.

4. The President must approve any mass email communication to the campus community. The President may delegate to anyone in writing the authority to send mass email communications. Upon delegation to the Vice Presidents by the President, the Vice Presidents may select individuals within their area to send mass email communication for routine communications of official University business only. The President has the final authority on all persons delegated to send mass email communication and may withdraw this privilege at any time for any reason. The President's decision to withdraw such delegation is not reviewable and is final.
5. Distribution groups may be created within a unit that are for fewer than 50 addresses and such group may be used within the unit. A person may request approval to create a distribution group for that department that is more than 50 addresses, if reasonable, based on the number of addresses within the unit. This request must be in writing and approved by the President or by the Vice President for that unit if the President approves.

B. Confidentiality and Monitoring of Email Messages:

1. The contents of email messages sent or received by Colorado State University-Pueblo students, faculty and staff are generally intended to be confidential, meaning that the contents of any email message are intended to be shared only by its sender and recipients, and by any other people to whom the sender or recipients may disclose the contents of the message. Although the content of email messages is intended to be confidential, the fact that these messages occurred (i.e. were sent by whom, to whom, and when), is not.
2. Confidentiality of email message content cannot be guaranteed. For example, email messages can be saved indefinitely on receiving computer(s); copies made and forwarded to others electronically or on paper; systems may be "hacked" or accessed by unauthorized persons; and messages sent to nonexistent or incorrect addresses may be delivered to a system administrator or postmaster at an external site. In addition, emails may be required to be disclosed due to a Colorado Open Records Act request or a subpoena for court.
3. The contents of email messages are not routinely monitored by the University. However, the University may monitor email sent or received on its systems where required to prevent the continued use of email messages for illegal purposes or to meet externally imposed legal requirements. Further, routine maintenance of networking or computing systems may, in very rare cases, result in the contents of files and communications being seen by network, system, or other administrators.
4. Sharing one's email password with another is prohibited and can lead to violations of this policy and other policies of the institution.

RESPONSIBILITIES

This policy is enforced when a violation is brought to the attention of the President, the Chief Information Officer or the Vice Presidents, who in turn may enforce the policy or delegate the enforcement of the policy to the appropriate persons in coordination with the disciplinary procedures for students, faculty and staff.

RELATED LAWS, POLICIES & PROCEDURES

CSU-Pueblo Acceptable Use Policy for Electronic Resources

CSUS Use of Digital Resources Policy – Policy 127

Faculty Handbook

Student Code of Conduct

APPROVED:

COLORADO STATE UNIVERSITY-PUEBLO

By: _____


Lesley Di Mare, President

Date: _____

1/22/15