

## ELECTRONIC MAIL POLICY

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### ABSTRACT

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This document pertains to all Faculty, Staff, Students, Affiliates of Hibbing Community College (HCC), and Volunteers at HCC. The Electronic Email system is an important communication mechanism employed at HCC in order to facilitate the goals established within our Mission Statement.

This document details the standards for the appropriate use of the college email system by all parties authorized to use the system.

### PRIVACY

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All email created, received, or stored on the college email system is the property of the State of Minnesota and may be published for the purposes of the law of libel.

All email on Hibbing Community Colleges email system may be monitored or viewed by an authorized member of the Computer Services department during the course of regular maintenance, capacity assessment, assessing email problems, or any other time when it may occur incidentally as part of their job.

Computer Services does not generally read or view Faculty, Staff, or Students email but reserves the right to do so.

Computer Services actively scans all incoming email for malware (Viruses, Trojans, Spyware, Adware, etc.).

Computer Services actively inspects the contents of all inbound email against known spam signatures and will drop email tagged as spam by the anti-spam system. This process is done automatically by software, which deletes all trace of the email from the scanning systems after it has been delivered to the recipient on the email server.

Employees should realize that all email communications are not secure unless encrypted and even then, it should still not be considered truly secure. Employees should refrain from sending truly confidential information through email when possible. Employees are PROHIBITED from reading, intercepting, replying, or browsing other employee's email unless they are authorized to do so by their department head or the campus Data Security Officer.

### COPYRIGHT

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Copyright law exists to protect other people from using and abusing original work. Authorized users of the College email system should bear in mind that e-mail messages constitute original work and are therefore, copyrighted by the State of Minnesota. This includes all email originating from the college email system, even if it is of a personal nature.

Authorized users do not have to apply for copyright as it exists automatically.

Authorized users do not lose their copyright when messages are posted to public lists, but should bear in mind that postings such as that can be copied, quoted, and forwarded to email archives, other lists, etc.

Email received by the college email system becomes the property of the State of Minnesota, but the author of the email retains their copyright.

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## **NAMING CONVENTIONS**

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Hibbing Community College offers its email and network accounts in a unified naming convention.

All Faculty, Staff, and Administration accounts are named “firstnamelastname@hibbing.edu”. For example, “John Doe” would be “johndoe@hibbing.edu”

All students accounts are named with the first letter of their first name, the first four letters of their last name, and the last three digits of their student ID. For example, John Smith with an ID of 00001234 would be jsmit234@hibbing.edu - If a student has less than four letters of their last name, nothing else is inserted to make up for it. For example, John Doe with an ID of 00001234 would be jdoe234@hibbing.edu

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## **ACCEPTABLE USE**

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Access to Hibbing Community College’s email system is a privilege which must not be abused.

Commercial use of the email system is strictly PROHIBITED and will result in disciplinary actions.

Users are expected to act ethically and responsibly in their use of the college email system and are expected to comply with national and state legislation.

Where a requirement exists to send or receive confidential information over the email system, a security mechanism approved by the Computer Services department must be used.

Discrimination, Victimization, or Harassment on the grounds of gender, martial status, family status, sexual orientation, religious beliefs, age, disability, race, color, nationality, ethnic or national origin is against College policy. Users must not bully, hassle, or harass other individuals via e-mail. Users must not send messages that are likely to be considered abusive, offensive, or inflammatory by the recipient(s).

All users should regard email sent from the college as first, representing the college and, secondly, representing the individual. Users should be civil and courteous. Users should not send email which portrays the college in an unprofessional light. The college is liable for the opinions and communications of its staff and students. Any email involved in a legal dispute may have to be produced as evidence in court.

All users should do their best to ensure that email content is accurate, factual, and objective especially in relation to individuals. Users should avoid subjective opinions about individuals and/or organizations.

All users should be aware that email can be easily forwarded to other parties. Users should assume that anyone mentioned in email could see it or hear about it and/or under data protection legislation, be eligible to see it.

All users should understand that email is easily forged and can appear to be coming from someone it isn't before replying to email. If you receive email from someone and it seems out of place, verify that the person actually sent you the email.

All users are PROHIBITED from using a false identity when sending, replying, or receiving email.

All users are PROHIBITED from creating or forwarding advertisements, chain letters, or other unsolicited email.

All users are PROHIBITED from using the college email system to dispose of personal items and/or items for family and friends. Users are instructed to use other college facilities for these sorts of things (e.g. Mailroom or college Bulletin boards).

All Faculty, Staff, and Students are PROHIBITED from sharing their email accounts with family members, friends, other Faculty or Staff members, or the general public.

Faculty, Staff, and Students are allowed to use their email account for personal purposes provided that, in addition to the foregoing restraints and conditions, such use does not directly or indirectly interfere with the college operation of computer facilities or email services, burden the college with noticeable incremental cost, or interfere with the users ability to perform their job or other obligations to the college. These users should bear in mind that even personal email becomes the property of the State of Minnesota.

Computer Services will grant e-mail accounts to official volunteers at Hibbing Community College, as well as to Contractors on a case-by-case basis to facilitate communication between all parties. Training is the responsibility of the contractor, and not Hibbing Community College.

All users should understand that the college email system is backed up nightly, and the copying of such data can occur without the knowledge of the end user. Computer Services reserves the right to hold the data on the backup at an undisclosed location for an undisclosed period of time. Computer Services stores a copy of these backups in an off-site location.

All users should understand that these backups are also subject to court order and could be viewed as part of legal disputes.

Software copyright laws and conditions must be observed. Only licensed files and software may be transferred within the email system. Using the email system to illegally transfer data is strictly PROHIBITED. Computer Services reserves the right to terminate access to an account if suspected or proven to be involved in illegal data transfers.

The HCC email system has a mechanism in place that allows users to automatically forward incoming email messages to off-campus locations. Faculty and Staff are not permitted to forward their email automatically to an off-campus location. Students are permitted to do so, but they do so at their own risk. The college is not responsible for email forwarded to off-campus locations.

Computer Services reserves the right to request encryption keys and/or other mechanisms used to decrypt email stored, created, or sent on the HCC email system.

All incidents pertaining to security concerns must be directed to the campus Data Security Officer.

### **POLICY CHANGES AND REVIEW**

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This policy is subject to change without notice. The campus Data Security Officer reserves the right to make exceptions, substitutions, or alterations to this policy on a case-by-case basis. Computer Services will review this policy annually. Changes and/or special requests pertaining to this policy should be directed to the campus Data Security Officer.