

## **Acceptable iSpartan Email Use Excerpted from the UNCG Acceptable Use of Computing and Electronic Resources Policy**

UNCG has put in place guidelines for email use across the campus, and this includes the ways faculty use email within the Department and with fellow faculty and students. The guidelines explain that the content of emails within the Department for individual or list distribution is focused on the business and daily workings of the University, College, and Department, and for no other purpose.

### **Excerpted from UNCG Policy (full policy link below)**

Individuals subject to this policy are responsible for exercising good judgment regarding the use of technology and information systems. Use of these systems is permitted, with the following restrictions and conditions:

- I. The use is lawful and not prohibited by University of North Carolina Board of Governors or University policies, including rules regarding academic integrity, harassment, discrimination, copyright, trademark, and rules prohibiting use of State property for private gain or to advocate for or against a candidate or issue in an election.
- V. No user shall send unsolicited mass communications without proper authorization from the manager with jurisdiction over the population to be reached. This includes the sending of "spam" (junk e-mail) or other commercial advertising material to individuals.
- VI. Although reasonable and limited personal use is not prohibited by this policy, such use must not violate policies or interfere with an employee's job performance or activities which directly support the University mission, and unit managers have discretion to further restrict or forbid personal use as they reasonably deem necessary.
- VII. All use of University information systems must be identified as to the individual or device using the system. Obfuscation or misrepresentation of identity (e.g. shared credentials, spoofed communications, etc.) for any purpose, including the access and use of information systems, is prohibited.
- IX. Individual units and departments may enforce additional administrative controls concerning use, as long as such controls are in accordance with this and other University policies and are within the scope of their assigned areas of oversight.
- X. Other Conditions of Use:

- a. By activating one's University computer account, one agrees to receive via email University security breach notifications covered by the N.C. Identity Theft Protection Act and other official University communication.
- b. All data created or received for work purposes are public records. Public Records are available to the public upon request, unless subject to an exception in the Public Records Act or protected by another law. All public records are to be maintained and disposed of according to state approved records retention and disposition schedules. See <http://www.ncga.state.nc.us/gascripts/Statutes/StatutesTOC.pl?Chapter=0132>.
- c. No University employee, student or any other user shall have any expectation of privacy in the material or information sent or received using any portion of the University information system infrastructure, information systems, or systems containing University information assets. For security, legal, investigative, policy compliance, quality of service, and infrastructure maintenance purposes, authorized employees within ITS, and those University employees outside ITS with responsibilities necessitating access, may monitor information system and infrastructure activity and/or content, in the course of discharging their duties

To read the entire policy, go to [http://policy.uncg.edu/acceptable\\_use/](http://policy.uncg.edu/acceptable_use/).