



## **ELECTRONIC MAIL POLICY**

The Electronic Mail Policy clarifies the applicability of law and of other University policies to electronic mail (e-mail), and also sets forth new policies uniquely applicable to e-mail. The University recognizes that principles of academic freedom, freedom of speech, privacy, and confidentiality hold important implications for e-mail and e-mail services. This policy addresses these principles within the context of and subject to the limitations imposed by the University's legal and policy obligations.

All students are required to have and regularly check AJU e-mail accounts. Students may set up university e-mail through the library or through the Internet. Malicious use of e-mail is prohibited and may be considered an Honor Code violation and/or harassment.

### **E-mail is an efficient and environmentally sound method of communication. Students will be held accountable for all information in e-mails sent by university officials.**

The purpose of the Electronic Mail Policy is to assure that the AJU community will use e-mail in an ethical and considerate manner. **Acceptable use of e-mail is based on common sense, common decency, and civility applied to the electronic communications environment.** This policy applies to all students, faculty, staff, and individuals employed at the American Jewish University. The policy applies to the use of all University's e-mail groups (everyone, CAS, faculty etc.) and the use of printed e-mail addresses provided by the University. Violations of this policy will result in loss of e-mail privileges at the University, disciplinary action, or legal action where applicable.

1. AJU e-mail service is for the exclusive use of the currently enrolled student, faculty member, staff member, or approved affiliate of the American Jewish University requesting the service (the user). The user is responsible for all use of their registered service.
2. Authorized users of AJU e-mail services shall, by virtue of their use of such services, agree to be bound by the AJU e-mail policy. The AJU e-mail policy will be posted on the Web and the e-mail system manager will electronically communicate the URLs for these policies to each e-mail account, at least annually. However, any failure to communicate will not affect the application of such policies to all users of AJU e-mail services as provided in the AJU e-mail policy.
3. If the user withdraws from the American Jewish University, or if the user's employment is terminated, Computing Services will disable and eventually delete his or her AJU e-mail service.
4. The user is responsible for making backup copies of any data he or she wishes to protect. No file restores will be performed except for recovery after central computing system hardware or software failure.
5. The University does not routinely monitor or screen e-mail. However, complete confidentiality or privacy of e-mail cannot be guaranteed. Confidentiality cannot be guaranteed because of the nature of the medium, the need for authorized staff to maintain e-mail systems, and the University's accountability as a public institution, as well as in instances involving the health or safety of people or property; violations of University codes of conduct, regulations, policies, or law; or other legal responsibilities or obligations of the University.

## Unacceptable uses include, but are not limited to, the following:

1. Using e-mail for any purpose that violates federal or state laws.
2. Sending patently inappropriate content. Inappropriate content may include, but is not limited to: harassment, obscenity, intimidating statements or threats, abusive or offensive material to or about others, child pornography, theft.
3. Transmission of spam email, chain letters, broadcast announcements, general advertisement postings, or any other message via email to a group of persons not requesting the message except when conducting official university business.
4. Giving the impression that the user is representing, giving opinions, or otherwise making statements on behalf of the University or any unit of the University (including student bodies) unless expressly authorized to do so. Where appropriate, the following explicit disclaimer shall be included: "The opinions or statements expressed herein are my own and should not be taken as a position, opinion, or endorsement of any unit of the University."
5. Misrepresenting your identity or using someone else's identity.
6. Using e-mail for candidate or party fund-raising or the promotion of any event that involves any form of political advocacy. Further exclusions include advertisements, commercial notices or inquiries such as "Items for Sale" or "Apartments for Rent". Every commercial activity via e-mail must be approved by appropriate supervisory University personnel consistent with applicable policy.
7. Consciously causing congestion or damage to the network by such things as the propagation of "chain letters," "broadcasting," "bomb letters," or e-mail suspected as a virus carrier.

## USE of E-mail Lists

Email is a strategic tool for carrying out the mission of the American Jewish University. It can be used to easily, quickly, and effectively communicate with large groups of people. Recognizing this need, regularly refreshed mass email groups were established and a mailing mechanism created to enable schools and departments to reach large segments of the university community.

Official messages come from university administration or their representatives, to be sent to the entire community or large subgroups. As such, mass email that has been authorized as an "official communication" should be received and read as any other official communication, since such communication may affect day-to-day activities and responsibilities.

The official mass email service is restricted to those messages that meet one or more of the following standards:

- Provides essential information for the operation or execution of daily business;
- Notifies the campus community of significant events or changes in governance, policy, and practice;
- Alerts the campus community to situations around health and safety; or
- Communicates important information from executive leadership.
- **No** AJU lists may be used for advocacy purposes whether in support of a political candidates or the promotion of political or social agendas.
- **No** AJU lists may be used to promote non-AJU events except with written approval of a member of the AJU senior administration which includes the president and all vice-presidents.

- E-mailing to AJU's lists (faculty, CAS etc.) is possible for users in the list and only from AJU's e-mail system (for example: to e-mail **CAS@aju.edu** the user has to be listed in CAS and e-mail from AJU e-mail system.)
- **Use of e-mail lists should follow the general electronic mail policy.**

**Any abuse of the AJU lists will be treated as follows:**

1. First violation will result in a warning
2. Second violation will result in the temporary suspension of access to AJU lists
3. Third violation will result in permanent denial of access to AJU lists, possible revocation of AJU e-mail privileges and/or may be grounds for termination of employment.