

Access and Responsible Use of University Electronic Mail Systems for Electronic Mass Communications

Policy Title:

Access and Responsible Use of University Electronic Mail Systems for Electronic Mass Communications

Responsible Executive(s):

Jim Pardonek, Director and Chief Information Security Officer

Responsible Office(s):

University Information Security Office

Contact(s):

If you have questions about this policy, please contact the University Information Security Office.

I. Policy Statement

The University has the responsibility and duty to maintain the integrity, operation and availability of its electronic mail systems for access and use by the University community to advance the University's missions in education, research and public service.

University Marketing and Communications (UMC) has determined that use of university electronic mail systems for electronic mass communication will be regulated so as not to become a nuisance to the University community, nor to become wasteful of university computing and networking resources by creating unnecessary or excessive network traffic, nor to affect adversely, in other ways, the operation and performance of these systems. In some situations, e.g., mass emails

III. Policy

Individuals Covered

This policy applies to all persons accessing and using University electronic mail systems. These persons include students, faculty, staff, persons retained to do University work, and any other person extended access and use privileges by the University through the availability of these systems, and in accordance with university contractual agreements and obligations.

Electronic Mail Systems Covered

This policy applies to all electronic mail systems operated or contracted by the University or connected to the University network. The policy also applies to any electronic mail transmission identified with an electronic mail address containing the Internet domain name assigned to the University, i.e., luc.edu.

Mass Email Messages

To initiate or facilitate the transmission and distribution of mass email messages through any University electronic mail system or through an electronic mail transmission which is affixed with an Internet address containing the University Internet domain, i.e., luc.edu, is prohibited regardless of its purpose and content.

Electronic Broadcast Messages

University electronic mail systems have a mass broadcast electronic mail feature which puts electronic messages in the mailboxes of specific groups of electronic mail account owners, e.g., all accounts on the STUDENT mail server, all accounts on a group of servers at a particular campus, or all account owners. It is one way of alerting a portion of the University community to events and important information that needs to be conveyed quickly. UMC must be consulted to send these types of communications.

Systems administrators of University electronic mail systems may initiate and distribute electronic broadcast messages on urgent matters which relate to the availability and

whom the message would be irrelevant. Therefore, the University will continue to be sensitive and responsive to complaints from recipients of inappropriate electronic mass communications.

Actions of System Administrators of University Electronic Mail Systems

A system administrator of a university electronic mail system may determine within his or her discretion when it is necessary to temporarily suspend access to the electronic mail system to ensure the integrity and operation of the electronic mail system and its availability to the University community.

System administrators who suspend access to University electronic mail system should report the action to the Office of Student Affairs as soon as possible, along with an explanation for taking the action. In some cases, system administrators may need to work with the Office of Student Affairs to make arrangements to permit these students sufficient access to the University electronic mail to complete course work.

Appeal of an Administrative Decision

I (is6F(rk)16to)12 (peu Tc 0 (o)m /T3i-2 (rk)s-4 (e)-4 (O)e3 (r)o0 (udT3i-2 (m)4r (nts)6 ()4 (

other authorities for civil litigation and criminal prosecution under applicable state and federal statutes.

Legal Context for This Policy

Regarding legal context, all existing laws xp TD [(f)-4 Tw -aanB 24 Td /lm0 Do 8T EMC and fe

