



**Policy & Procedure No. 7.001  
Nunez Community College**

**Title: Email Usage Policy**

**Effective Date: 11-9-2018**

**Last Revision Date:**

**Cancellation:**

**Department/Office: Information Technology**

**PURPOSE**

Nunez provides its employees with electronic communication tools, including the campus email system. This policy governs employees' use of the Nunez email system.

**SCOPE**

This policy applies to full-time employees, part-time employees and interns (student workers). This policy covers the use of the email system at Nunez Community College's main campus and remote locations. All employees are responsible for operating in compliance of this policy.

**POLICY**

The email exists for business purposes. Email messages created and transmitted from Nunez accounts are the property of Nunez Community College. Nunez reserves the right to monitor all email transmitted via the campus system. Employees have no reasonable expectation of privacy when it comes to business and personal use of the Nunez Email system.

All messages created, sent, or retrieved over the Internet are the property of the College and *may be regarded as public information*. Nunez Community College reserves the right to access the contents of any messages sent over its facilities if the College believes, in its sole judgment, that it has a business need to do so.

All Communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Employees are prohibited from using email to engage in activities or transmit content that is harassing, discriminatory, menacing, threatening, obscene, defamatory, or in any way objectionable or offense.



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Employees are prohibited from using email to:

1. Send, receive, solicit, print, copy, or reply to text or images that disparage others based on their race, religion, color, sex, sexual orientation, national origin, disability, ancestry, or age.
2. Send receive, solicit, print, copy, or reply to jokes (text or images) based on sex, sexual orientation, race, age, religion, national origin, ancestry or disability.
3. Send, receive, solicit, print, copy, or reply to messages that are disparaging or defamatory.
4. Spread gossip, rumors and innuendos about employees.
5. Send, receive, solicit, print, copy, or reply to sexually oriented messages or images.
6. Send, receive, solicit, print, copy or reply to messages or images that contain foul, obscene, off-color, or adult-oriented language.
7. Send, receive, solicit, print, copy, or reply to messages or images that are intended to alarm others, embarrass employees, negatively impact employee productivity, or harm employee morale.
8. Send electronic messages under another employee's names without authorization
9. Send, reply or forward electronic chain-email messages.
10. Forward email to an external personal email account.

Employee responsibilities:

1. Ensure that all communications are for professional reasons, and that they do not interfere with his/her productivity;
2. Be responsible for the content of all text, audio, or images that (s)he places or sends over the Internet. All communications should have the employee's name attached;
3. Not transmit copyrighted materials without permission;
4. Know and abide by all applicable Nunez policies dealing with security and confidentiality of College records; and
5. Avoid transmission of non-public student information. If it is necessary to transmit nonpublic information, employees are required to take steps reasonably intended to ensure that information is delivered to the proper person who is authorized to receive such information for legitimate use.  
***Any transmission of non-public student records MUST be in compliance with FERPA regulations.***

Violations:

A violation of this policy may result in disciplinary action up to and including termination.



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<b>X</b>	<b>Reviewing Council/Entity</b>	<b>Review Date</b>	<b>Effective Date</b>
X	Office of Information Technology	10-2018	11-9-2018
X	College Compliance Committee	10-2018	11-9-2018
X	Chancellor's Council	11-09-2018	11-9-2018

*Policy Referenced: LCTCS Policy # 7.005*

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***Chancellor's Signature/Approval***

SIGNATURE:

DATE: 11-15-2018

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Tina M. Tinney, Ed.D.  
Chancellor