



## UNIVERSITY POLICY

### INFORMATION TECHNOLOGY POLICIES

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**Number: 502**  
**Subject: Email Policy**  
**Covered Individuals: All Staff, Faculty, and Students**  
**Covered Campus Locations: All Locations**  
**Effective Date: 02/05/2016**  
**Date of Latest Revision:**

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#### **PURPOSE**

The purpose of this policy is to describe the appropriate uses of Upper Iowa University (UIU) e-mail accounts and the associated responsibilities of all users of UIU e-mail accounts. Electronic mail or "e-mail" is an official method for communication by the University with faculty, staff and students. This policy ensures that all users have access to this important form of communication.

#### **DEFINITIONS**

N/A

#### **POLICY**

All faculty, staff, and students are issued an e-mail account for use throughout the time they are a student or an employee. The definition of an official UIU e-mail address is username@uiu.edu, username@peacocks.uiu.edu, or username@faculty.uiu.edu. The official UIU e-mail address is the address from which all UIU business-related e-mail is to be sent and received. Users are expected to read all official UIU e-mail messages sent to their UIU e-mail address.

#### **Appropriate Use**

Because the contents of such e-mail are subject to laws governing public records, users will need to exercise judgment in sending content that may be deemed confidential. Furthermore, e-mail transmissions may not be secure, and contents that are expected to remain confidential should not be communicated via e-mail. Common examples of confidential contents include: student grades, personnel records, individual donor gift records, and data subject to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Family Educational Rights and Privacy Act (FERPA) regulations, and the Gramm Leach Bliley Act (GLBA). Disclaimers of

confidentiality included in e-mail messages do not protect the sender if confidential information is shared or disclosed inappropriately.

### **Misuse**

Any policy of the University that applies to communication also applies to e-mail. Use of e-mail in violation of other University policies is also a violation of this policy.

Examples of improper uses of University e-mail:

- Generates or facilitates unsolicited bulk commercial e-mail;
- Intentionally distributes viruses, worms, Trojan horses, malware, corrupted files, hoaxes, or other items of a destructive or deceptive nature;
- Alters, disables, interferes with or circumvents any aspect of the e-mail services;
- Misrepresents the identity of the sender of an e-mail.

### **Email Forwarding**

The University highly discourages forwarding of an UIU e-mail address to a private, unofficial addresses. E-mail lost or not delivered because of forwarding to systems outside of the UIU domain does not excuse one from the responsibilities associated with communication sent to their official e-mail address. The University is not responsible for and will not investigate problems with e-mail delivery to outside e-mail accounts.

### **Disclaimer**

The University makes no warranties of any kind, whether expressed or implied, with respect to the University e-mail systems it provides. The University will not be responsible for damages resulting from the use of University e-mail, including, but not limited to, loss of data resulting from delays, non-deliveries, missed deliveries, service interruptions caused by the negligence of a University employee, or by the user's error or omissions. The University specifically denies any responsibility for the accuracy or quality of information obtained through University e-mail, except material represented as an official University record.

## **RULES, PROCEDURES, GUIDELINES, FORMS, AND OTHER RELATED RESOURCES**

Link to the University's Acceptable Use Policy:

<https://uiu.edu/about/policies/documents/AcceptableUsePolicy.pdf>

## **CONTACTS**

Acting as the Policy Owner, the Executive Director of Information Technology Services is responsible for answering questions regarding the application of this policy.

## **SANCTIONS**

N/A

## **HISTORY**

- 09/23/2014
  - Previous policy name University Email Address Usage policy
- 02/05/2016
  - Updated policy approved