

Electronic Mail Policy

Purpose The purpose of this policy is to provide a guide to the acceptable use of electronic mail for communication on computers managed by Bridgewater State University network. The intent of this use policy is to make clear certain cases which are consistent or inconsistent with the purposes of BSU network, not to exhaustively enumerate all such possible uses.

Policy Statement Use of electronic mail is to be consistent with the guidelines delineated in [BSU Responsible Use of Information Technology](#). Electronic mail carried across other networks such as local area networks, regional networks, or the Internet are subject to acceptable use policies of those other networks.

Applies to All members of the BSU community using the Bridgewater State University network

Responsibilities All members of the BSU community are advised to:

- Use electronic mail as a source of information and efficient communication by students, faculty, and staff in the education community.
- Exercise caution, confidentiality of messages cannot be guaranteed. Messages can be misdirected and/or forwarded by recipients to other electronic mail addresses.
- Avoid sending confidential information via electronic sources whenever an alternate secure method is available.
- Assume messages sent are permanent because messages can be saved on storage media or forwarded by recipients to other electronic mail addresses.
- Be selective in sending messages to listservers, interest groups, bulletin boards, etc.
- Do not open unsolicited e-mail from people or e-mail addresses you do not know.
- Do not open file attachments to unsolicited e-mail from people you do know without first confirming the e-mail is authentic.
- Install anti-virus software and keep it up to date.
- Follow good computer security habits. For more information see the [Be Security Conscious site](#).

Electronic Information stored on university property legally constitutes public records and is accessible as such to any person at any time. The University shall not, in an arbitrary manner, selectively record or monitor the information transmitted or stored by its employees..

Violation of Bridgewater State University will review alleged violations of Acceptable

Policy

Use Policy on a case-by-case basis. Violations of policy will result in appropriate action, such as: loss of electronic mail privilege, loss of computer privilege, or referral to appropriate authorities.

Title: Electronic Mail Policy

Approved By: Pat Cronin, Chief Information Officer

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Policy Category: Information Technology Division