

AREA OF RESPONSIBILITY: ADMINISTRATIVE SERVICES: OFFICE OF INFORMATION TECHNOLOGY

RESPONSIBLE CONTACT: DIRECTOR OF INFORMATION TECHNOLOGY

POLICY IDENTIFICATION: E-MAIL GUIDELINES: PRIVACY AND ETIQUETTE

EFFECTIVE DATE: 1/01/09

LAST REVISED: 4/27/2022

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Access to Virginia Union University email system is limited to current Students, Faculty, and Staff. VUU's email services are not provided to outside organizations or individuals

E-mail messages are written records that could be subject to review with just cause. Courts have also ruled that e-mail records and information in electronic form on network computers can be subpoenaed in some cases. Under present circumstances, the privacy of e-mail cannot be guaranteed. Users should not maintain any expectations of privacy

University policy establishes the privacy of the messages and the files on the network computers. However, when we experience system problems, such as hardware or software failure or attacks by malicious users, the ITC staff members who maintain the mail servers are authorized to look at any information and any files on university computers that are necessary to solve the problems and to protect the systems and the information they contain. It is part of the system administrator's job to do this and to treat any information on the systems as confidential.

While the University respects faculty, staff and student's privacy to all reasonable limits, the University and/or the Office of Information Technology cannot guarantee that all email will remain private. In addition to the authorized actions of system administrators, e-mail can end up in the hands of computing staff if it was inaccurately addressed and if it could not be delivered. People also make small mistakes in addressing their mail so that private messages appear in the mailbox of someone other than the intended recipient.

University policies prohibit certain kinds of e-mail messages. Policies prohibit using email for harassment, political campaigning, and solicitation. Chain mail is an irresponsible use of resources, and it taxes the network; therefore, sending chain mail is a violation of policy. VUU email users must not employ a false identity when sending email, applying for an email account, or accessing an account

