



**Broward
Community
College**

Policy Manual

Title: College Communication via Email	Number: 6Hx2-8.03
Legal Authority: Florida Statutes: Chapter 119 – Public Records, Chapter 815 – Computer Related Crimes, Chapter 1001.65 - Community college presidents; powers and duties	Page: 1 of 2

GENERAL STATEMENT

The President shall establish procedures and requirements as necessary to ensure proper, secure, and efficient use of the Broward Community College (The College) e-mail systems. The College has a right to send communications to employees and students via their assigned College email address and the right to expect that those communications will be received and read in a timely fashion. College email systems are intended for college and academic use only.

[Link to Procedure A6Hx2-8.03 College Communications to Employees via Email](#)

[Link to Procedure B6Hx2-8.03 College Communications to Students via Email](#)

THE POLICY and THE STUDENT

It is the expectation of the College that all students actively monitor and maintain their individual email accounts. It is the responsibility of the student to insure that the frequency they view email is adequate to provide awareness of any pertinent information sent to their email accounts and to understand what constitutes proper use of the College email systems, as outlined in Procedure B6Hx2-8.03 College Communications to Students via Email.

THE POLICY and THE FACULTY AND STAFF

It is the expectation of the College that all employees actively monitor and maintain their individual email accounts. It is the responsibility of the employee to insure that the frequency they view email is adequate to provide awareness of any pertinent information sent to their email accounts and to understand what constitutes proper use of the College email systems, as outlined in Procedure A6Hx2-8.03 College Communications to Employees via Email..

IMPLEMENTATION and OVERSIGHT

Technology Staff will insure adequate infrastructure to support the email systems and will provide manual and/or automated services to create, disable and/or delete email accounts and access as outlined in 6Hx2.8.01 College Network and Software Usage. Pursuant to Florida Statute Chapter 815 – Computer Related Crimes, the College will, as necessary and appropriate, audit, monitor, access and review e-mails sent and received via College email systems to detect unauthorized activity or intrusion attempts, and for diagnostic purposes. Such activities may be archived and monitored at a future date. President's Cabinet will make final determination as to whether an email is in violation of College policy. Due to Florida's very broad public records law described in Florida Statute Chapter 119 – Public Records, most electronic information to or from College employees regarding College business are public records, available to the public and media upon request. Therefore, documents stored on the College email systems may be subject to public disclosure.

History: New Policy – 03/21/2008 Combines 6Hx2-8.03 College Communication to Employees via Email and 6Hx2-8.04 College Communication to Students via Email

Approved by the Board of Trustees	Date 5/1/08	President's Signature 	Date 5/1/08
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VIOLATION OF POLICY

Employees in violation of these established procedures and requirements may be subject to disciplinary action, up to and including termination. Students in violation of these established procedures and requirements may be subject to disciplinary action as outlined in the Student Handbook. All individuals in violation may face fines, fees for damages, civil or criminal penalties from the U.S. courts.

DEFINITIONS

Email systems - Electronic mail services provided to students and employees may be a hosted service from an outside vendor or an internal service provided by the College.

Email accounts - Individual accounts that provide employees and students services related to email, calendars and appointments.

Technology Staff - The Associate Vice President, Technology Infrastructure Services, Associate Vice President, Instructional Technology, Campus Associate Deans of Technology, and each of their respective staffs. In addition, the College may use consulting and contracted services to augment the Technology Staff.

The College reserves the right to change this policy at any time without prior notice or consent.

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