



**Broward
Community
College**

Procedure Manual

Title: College Communication to Students via Email	Number: B6Hx2-8.03
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

Broward Community College students have Web based access to e-mail internally and through the Internet. Use of Broward Community College’s e-mail system provides communication between staff, faculty, students, and others. E-mail consists of text or text and file attachments

E-mail Usage

- E-mail shall be transmitted based on college and academic need.
- Students are expected to regularly check their BCC e-mail account to ensure they are kept up to date on official college correspondence.
- Students who maintain personal e-mail accounts outside of Broward Community College may forward their Broward Community College e-mail to these accounts so they do not have to interact with multiple e-mail systems.
- There is no guarantee of security or confidentiality from inappropriate use of the e-mail system.
- Students shall not use e-mail to transmit messages that contain remarks, images, or content that can be considered defamatory, offensive, harassing, disruptive, derogatory, racial or ethnic slurs or pornographic comments or images.
- Students shall not use e-mail to transmit passwords or any other authentication information for or about Broward Community College’s computer and/or network systems.
- Students shall not use e-mail to transmit chain letters.
- Students shall not open e-mail attachments with .exe, .vbs, or .com extensions and should be aware of the procedure to scan their computer hard drives using Broward Community College supplied virus detection software. File e-mail attachments that are currently being stripped by the college’s spam blocker are as follows;
ade,adp,bas,bat,chg,cmd,com,cpl,crt,dll,exe,hlp,hta,hqx,inf,ins,isp,js,jse,lnk,mdb,mde,msc,msi,msp,mst,ocx,pcd,pif,qtx,reg,scr,sct,shb,shs,sit,url,vbe,vbs,vxd,wsc,wsf,wsh,zip. These types of files are known to cause potential workstation or Network Viruses and are disallowed.
- Students shall never e-mail or otherwise knowingly transmit any attachment that is suspected of containing a virus.
- Students shall never knowingly transmit messages of any kind with the intent to interfere with or disable a user’s terminal session.
- E-mail may not be used to impersonate another person or misrepresent authorization to act on the behalf of others or the college.
- In order to optimize College technology resources students are encouraged to limit their active mailbox usage below 8 MB. A maximum mailbox size of 10 MB is enforced as a College standard maximum.

Recommending Officer’s Signature 	Date 5/1/08	President’s Sign 	Date 5/1/08
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- Due to Florida’s very broad public records law, most electronic information to or from College employees regarding College business are public records, available to the public and media upon request. Therefore, email stored on the College network may be subject to public disclosure.
- E-mails with attachments greater than 2MB in size will be blocked from entering the e-mail system.
- Recoverability of data (email, files) on network storage is limited by the three week retention period for backup tapes. Restoration of backup data can only be executed within three weeks after deletion or modification. Data files stored on the computer’s local drive(s) are not backed up by Technology Staff and are the responsibility of the individual data owner.

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