

# Policy Manual



<b>Title:</b> College Communication via Email	<b>Number:</b> 6Hx2-8.03
<b>Legal Authority:</b> §§ 119, 815, 1001.65, Fla. Stat. (2018)	<b>Page:</b> 1 of 2

## GENERAL STATEMENT

The President shall establish procedures and requirements as necessary to ensure proper, secure, and efficient use of the Broward College (“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.

## 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 ensure 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 A6Hx2-8.03b College Communications to Students via Email.

## THE POLICY and THE FACULTY AND STAFF.

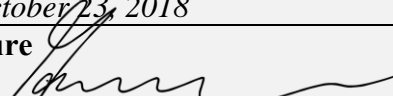
It is the expectation of the College that all employees actively monitor and maintain their individual email accounts. It is the responsibility of the employee to ensure that the frequency they view email is adequate to provide awareness of any pertinent information sent to their email accounts and to understand what constitutes proper use of the College email systems, as outlined in Procedure A6Hx2-8.03a 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 Policy 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. The President’s leadership team 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.

## 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. The Information Technology and Human Resources department have the right to investigate all incidents.

<b>History:</b> <i>Adopted March 21, 2008 Combines 6Hx2-8.03 College Communication to Employees via Email and 6Hx2-8.04 College Communication to Students via Email; revised November 14, 2012; revised February 26, 2013; revised December 2, 2015; revised October 23, 2018</i>			
<b>Approved by the Board of Trustees</b>	<b>Date:</b> 10/23/18	<b>President’s Signature</b> 	<b>Date:</b> 10/23/18

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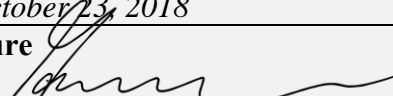
## DEFINITIONS

**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.

**Necessary and Appropriate** – Circumstances that are deemed necessary and appropriate are:

1. When carrying out routine computer service tasks, Technology Department or other members of College staff discover data which breaches College policy, or where the nature of the data suggests such a breach has occurred or will occur.
2. Where formal complaints are received by the President’s Cabinet suggesting that the College Network is being used to store, transmit or transfer data which breaches College policy, the College's contractual obligation to third parties, Florida or Federal Law.
3. Where the College has been required, or requested by law enforcement, to monitor data as part of a criminal investigation.
4. Where there is other reasonable suspicion that users are storing, transmitting or transferring data which breaches College policy, the College's contractual obligation to third parties, Florida or Federal Law.

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