

Procedure Manual



Title: College Communication to Employees via Email	Number: A6Hx2-8.03a
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Broward College employees have access to e-mail via the College Network and through the Internet. Use of Broward College’s e-mail system provides communication between staff, faculty, students, and others. E-mail consists of text or text and file attachments.

Email Accounts are provisioned in conjunction with network accounts as outlined in Procedure A6Hx2-8.01 College Network and Software Usage by Employees.

E-mail Usage

- E-mail shall be transmitted based on college and academic need.
- Employees are expected to check e-mail to ensure they are kept up-to-date on official college correspondence.
- There is no guarantee of security or confidentiality from inappropriate use of the e-mail system.
- To raise awareness that email is a potential public record and available for possible disclosure, all user accounts will be setup so that the signature information will contain the following phrase at the end:
 “Please note: Due to Florida’s very broad public records law, most written communications to or from College employees regarding College business are public records, available to the public and media upon request. Therefore, this email communication may be subject to public disclosure.”
- Users can delegate access to their e-mail account to other College employees.
- Users 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.
- Users 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.
- Users shall not use e-mail to transmit chain letters or any other non-college related activity. If in doubt, users are encouraged to use e-mail alternatives such as the College’s web site open forums: Market Place, Faculty Forum, Items for Sale and Personal Announcements.
- Users 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 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.
- Users shall never e-mail or otherwise knowingly transmit any attachment that is suspected of containing a virus.

Recommending Officer’s Signature 	Date: 10/04/2013	President’s Signature 	Date: 10/04/2013
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- Users 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 and control infrastructure costs, employees are encouraged to limit their active mailbox usage below 2 GB. A monthly report of all employees whose mailboxes exceed 1.5 GB will be distributed to the employee's cabinet member (Vice President or Campus President) or to the College President. These reports will be used to assist in the management of the mail box limits, determine the need to raise the College wide threshold or authorize individuals to exceed the 2 GB limit.
- To assist in the automation of mailbox maintenance items that are in trash for fourteen days will be automatically removed from the mailbox.
- All In-bound, Out-bound and internal e-mails with a total size greater than 10 MB will be blocked from the College e-mail system.
- All Out-bound e-mails has a hard limit of 1500 messages in a 24 hour period from a single account and will be blocked by Microsoft if exceeded
- If an employee's mailbox reaches its maximum limit, they will be required to archive or delete old messages. If the employee needs assistance they can contact the help desk for further instructions.
- 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.
- If an email mailbox is associated with an employee user account where the employee has not had an active assignment in 2 years, the mail box and all of its contents will be permanently removed from the College email system. Once an item is deleted from the email system, no history will be maintained.

Recommending Officer's Signature <i>Patricia L. Bailey</i>	Date: 10/04/2013	President's Signature <i>J. David Anthony Jr.</i>	Date: 10/04/2013
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