

Procedure Manual





Title: College Communication to Employees via Email and Data Usage	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.

E-mail 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

- Bulk e-mail usage must be related to official college business
- Bulk e-mail must be submitted and approved by an authorized sender for transmission.
- Authorized senders include the positions listed below or their duly appointed designee: President, College Provost, Campus Presidents, Faculty Senate President and UFF BC President- Used for communicating Campus and Collegewide communications.
- Additional authorized senders may be added with the approval of the President’s leadership team, which is comprised of the President, Provost, and their direct reports. These will be institutional accounts that are authorized and not individual accounts.
- Authorized senders should place the recipient BC in the “BCC (blind copy)” address field when sending bulk e-mail to all BC Faculty, Staff, and Administrators.
- Employees should not circumvent this procedure by selecting individual e-mail distribution lists.
- Employees may not forward their Broward College e-mail account to personal e-mail accounts.
- Employees must not conduct College business on personal e-mail accounts.
- 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 e-mail is a potential public record and available for possible disclosure, all user accounts will be setup so that e-mail sent externally 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 e-mail communication may be subject to public disclosure.”
- 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 unencrypted e-mail to transmit passwords or any other authentication information for or about Broward College’s computer and/or network systems.



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- 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, .com or executable extensions and should be aware of the procedure to scan their computer hard drives using Broward College supplied virus detection software. Executable e-mail attachments are currently being stripped by the college's e-mail protection system. These types of files are known to cause potential workstation or network viruses and are disallowed.
- Users shall never knowingly transmit messages of any kind with the intent to interfere with or disable a user's computing session.
- Users shall never e-mail or otherwise knowingly transmit any attachment that is suspected of containing a virus.
- 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.
- 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 to 10 GB.
- 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 20 MB will be blocked from the College e-mail system.
- All Out-bound e-mails have a hard limit of 1500 messages in a 24-hour period from a single account and will be blocked by the college's security tools if exceeded.
- Recoverability of data files on network storage is limited by the 30-day retention period of our provider. Data files stored on the computer's local drive(s) are not backed up by Information Technology Staff and are the responsibility of the individual data owner.
- If an e-mail mailbox is associated with an employee user account where the employee has not had an active assignment in 2 years, the mailbox and all of its contents can be permanently removed from the College e-mail system. Once an item is deleted from the e-mail system, no history will be maintained.

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Data Usage

- The user will not download or transfer Broward College business data to his/her personally owned computing equipment.
- The user agrees to delete any sensitive Broward College business files that may be inadvertently downloaded and stored on his/her device through the process of opening e-mail attachments, cloud drive files, H drive files and any other method where Broward College business files may be opened.
- The user will not backup, download, or transfer sensitive business data or documents to any on premise storage, cloud storage service, direct attached storage or any storage device unless instructed in writing by the Broward College Information Technology staff that is safe.

Definitions:

Bulk e-mail: A group distribution list comprised of individual e-mail addresses used for mass emailing purposes. Specifically, Lists defined as: (BC, North campus, South campus, Central campus, BC - Admin, BC – Faculty, BC – Part time Faculty and BC - PTS).

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