

Appendix to Policy A21 – Acceptable Use – Telephone, Computing and Network Resources

APPENDIX B - E-MAIL GUIDELINES.

The following are aimed at ensuring proper use and functioning of the Olds College e-mail system, as well as the proper and effective use of e-mail as a method of communication.

1. All users and administrators of the Olds College e-mail system are expected to demonstrate responsible, legal, and acceptable use and administration of e-mail, consistent with the *Acceptable Use Policy*.
2. Any email address or account assigned by Olds College is the property of Olds College.
3. Olds College e-mail accounts are provided to all Olds College staff for College business and learning related communications.
4. Staff will be assigned an e-mail account and address after Information Technology has received an email from the Director, Human Resources or designate indicating their start date. Olds College's contract-for-service personnel and summer students are not normally provided with email accounts, except when specifically requested by their Chair, Director, Vice President or President.
5. Periodic and limited personal use of the Olds College e-mail system is permitted. However, the e-mail system cannot be used to conduct business not related to Olds College or in a manner that violates the Olds College Harassment Policy.
6. Email is used as a form of communication within Olds College and staff are expected to use their email accounts as directed by their supervisor.
7. All Olds College staff will be included in the "Olds College" distribution list. This distribution list is to be used for Olds College business.
8. Staff on extended leave may ask the Director, Human Resources or designate to request that IT Client Services temporarily remove their names from the "Olds College" distribution list. Staff are responsible for notifying the Director, Human Resources upon their return.
9. Each user will be assigned a quota for e-mail storage. Once that quota is reached, no further e-mail will be delivered to that e-mail account (inbox). A tiered system will be used. Staff will be assigned to the first tier which will store up to 500 MB unless their Chair or Director provides a written request citing reasons why more storage is required. Users will receive a warning when they are 50MB from their quota limit to allow them opportunity to reduce their storage.
10. E-mail users should ensure that the size of their e-mail messages and attachments are kept within a reasonable limit. Most e-mail providers will not accept large e-mail messages (including attachments).
11. E-mail subject lines must not be written with the intent to deceive or under the disguise of coming from another individual.
12. E-mail that is returned to the server will be forwarded directly to the sender. It will not be automatically sent to another e-mail address.

13. Directors, Chairs and Supervisors are responsible for ensuring all e-mail users demonstrate the proper use of e-mail technology by attending appropriate training sessions as necessary.
14. Directors, Chairs, and Supervisors are permitted to access subordinate email accounts for business purposes if the staff member is unavailable.
15. Mass mailings are for permitted business-related events only.
16. Olds College's e-mail servers will maximize opportunities to filter SPAM messages and viruses.
17. Upon termination of employment with Olds College, e-mail accounts are terminated immediately. Exceptions require the approval of the Director, Human Resources.