



## UNIVERSITY POLICY

### INFORMATION TECHNOLOGY POLICIES

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**Number: 502**  
**Subject: Email Use Policy**  
**Covered Individuals: All Staff, Faculty, and Students**  
**Covered Campus Locations: All Locations**  
**Effective Date: 02/05/2016**  
**Date of Latest Revision: May 20, 2020**

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#### **PURPOSE**

The purpose of this policy is to describe the appropriate uses of Upper Iowa University (UIU or University) email accounts and the associated responsibilities of all users of UIU email accounts. Electronic mail or "email" is an official method for communication by employees and students of the University.

#### **DEFINITIONS**

N/A

#### **POLICY**

This policy applies to University faculty, staff, students, and partners who are provided with email services managed by the University.

#### **Appropriate Use**

Because the contents of such email are subject to laws governing public records, users will need to exercise judgment in sending content that may be deemed confidential. Furthermore, email transmissions may not be secure, and contents that are expected to remain confidential should not be communicated via email. Common examples of confidential contents include: student grades, personnel records, individual donor gift records, and data subject to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Family Educational Rights and Privacy Act (FERPA), and the Gramm Leach Bliley Act (GLBA). Disclaimers of confidentiality included in email messages do not protect the sender if confidential information is shared or disclosed inappropriately.

## **Misuse**

Any policy of the University that applies to communication also applies to email. Use of email in violation of other University policies is also a violation of this policy. The University specifically denies any responsibility for the accuracy or quality of information obtained through University email as a result of misuse.

Examples of improper uses of University email:

- Concealment or misrepresentation of names (e.g., misrepresenting oneself as another user);
- Use of email to send spam (unsolicited non-University commercial email);
- Intentional distribution of viruses, worms, Trojan horses, malware, corrupted files, hoaxes, or other items of a destructive or deceptive nature;
- Altering, disabling, interfering with, or circumventing any aspect of email services;
- Use of email to violate the University's policies on Discrimination, Harassment, and Retaliation, Title IX: Sexual Misconduct, or any other University policy;
- Use of email to violate the law.

## **Email Auto-Forwarding**

The University does not permit auto-forwarding to an external email address. Mailbox rules that are set up in any UIU email account will NOT auto-forward to an external email address. Please note that individual emails may be forwarded.

## **Disclaimer**

The University makes no warranties of any kind, whether expressed or implied, with respect to the University email systems it provides. The University will not be responsible for damages resulting from the use of University email, including, but not limited to, loss of data resulting from delays, non-deliveries, missed deliveries, service interruptions caused by the negligence of a University employee, or by the user's errors or omissions.

## **RULES, PROCEDURES, GUIDELINES, FORMS, AND OTHER RELATED RESOURCES**

Link to the University's Acceptable Use of Technology Policy:

<https://uiu.edu/wp-content/uploads/AcceptableUsePolicy-1.pdf>

Link to the University's Discrimination, Harassment, and Retaliation Policy:

<https://uiu.edu/wp-content/uploads/305-Discrimination-Harassment-and-Retaliation-Policy-8.21.20.pdf>

Link to the University's Title IX Sexual Misconduct Policy:

<https://uiu.edu/wp-content/uploads/304-Title-IX-Policy-8.14.2020.pdf>

Link to the University Email Distribution Lists SOP

[https://uiu.edu/wp-content/uploads/SOP-IT\\_112-University-Email-Distribution-Lists.pdf](https://uiu.edu/wp-content/uploads/SOP-IT_112-University-Email-Distribution-Lists.pdf)

## **CONTACTS**

Acting as the Policy Owner, the Executive Director of Information Technology Services is responsible for answering questions regarding the application of this policy.

## **SANCTIONS**

N/A

## **HISTORY**

- 09/23/2014 -- Previous policy name University Email Address Usage policy
- 02/05/2016 -- Updated policy approved
- May 11, 2020 – Revised policy considered by University Policy Committee (UPC); vote put on hold until additional changes are made
- May 14, 2020 – UPC electronic vote in favor of policy draft as amended; policy recommended to President’s Council (PC)
- May 20, 2020 – PC recommends approval to President Duffy; the President approves the policy