

Section 1	Capitol College IA Security Policies	11/25/08	-Effective
Policy 1.3.3	Email Use Policy	IT	-Revised -Author

Introduction

Capitol College provides electronic mail resources to support its academic teaching, institutional relations, and public service. Capitol College takes great pride in projecting a positive professional image to the local community and abroad.

Purpose

The purpose of the E-mail Use Policy is to (1) prevent tarnishing the public image of Capitol College, (2) provide students, faculty, staff, and other account holders the ability to electronically communicate college business correspondence in a professional manner.

Audience

The E-mail Use Policy applies to all users with access to a Capitol College E-mail account.

Definitions

Electronic Mail (E-mail): E-mail refers to any electronic mail and its contents (i.e. attachments, headers, encryption keys, hashing digests) and the packets used for transmission.

Information Technology (IT): The department responsible for E-mail accounts, computers, networking, and data management. IT is composed of Academic and Administrative Computing.

Users: All individuals that have access to an E-mail account hosted by Capitol College. Users include, but is not limited to, staff & faculty (full & part-time), students (current/past), contractors, consultants, volunteers, student-workers, and any other third party affiliates.

Prohibited Use of Electronic Mail

- Personal use that creates a direct cost for Capitol College
- Capitol College's electronic mail resources shall not be used for monetary gain or for commercial purpose's not directly related to college business.
- The use of email as a means of harassment, prejudice, obscenities, slander, or inappropriate material.
- For any purpose restricted by local, state, and federal laws or regulations (i.e. copy write infringement, plagiarism)
- Sending original/copies of documents/files that violate the Security Sensitivity Standards, privacy act, or proprietary secrets.
- Accessing or attempting to access unauthorized electronic mail from other email account users including capturing, and modifying

Section 1	Capitol College IA Security Policies	11/25/08	-Effective
Policy 1.3.3	Email Use Policy	IT	-Revised -Author

-
- Spoofing, masquerading, or intercepting (passive/active) electronic mail is strictly prohibited
 - Initiating or forwarding E-mails containing Spam, spyware, malicious code, or any attempt of phishing as a means to gain sensitive information or mislead users is strictly prohibited.
 - Violating any portion of the Acceptable Use Policy, Internet Use Policy, Confidential Information Policy, or any other policy contained in the Capitol College Information Assurance Security Policy Manual

Access & Disclosure

Capitol College reserves the right to access, monitor, and disclose the contents of all Capitol College E-mail Account's without consent from the user. Capitol College will do so when it believes it has a legitimate business reason as follows but not limited to:

- To protect health & safety of an individual(s) or the enterprise.
- To prevent any interference with Capitol College's business continuity.
- As a course of investigation to an alleged incident of misconduct/misuse.
- As a means to protect the network infrastructure & its operations.

Security Notification Contacts

Contact your supervisor and IT immediately as soon as you notice a security breach, possible security breach, vulnerability/threat, or any other information security concern.

IT's Contact Information:

E-mail: ithelp@capitol-college.edu

Phone: ext. 2040

Section 1	Capitol College IA Security Policies	11/25/08	-Effective
Policy 1.3.3	Email Use Policy	IT	-Revised -Author

Supporting Information

The E-mail Use Policy is supported by the following Policies, Standards & Guidelines.

Reference # Policy Standard Detail

- 1** Capitol College Acceptable Use Policy
- 2** Capitol College ISS Training Policy
- 3** Capitol College Internet Use Policy

References

Copyright Act of 1976
 Foreign Corrupt Practices Act of 1977
 Computer Fraud and Abuse Act of 1986
 Computer Security Act of 1987
 The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
 NIST special Publication 800-50
 Family Educational Rights and Privacy Act of 1974
 SANS Institute 2001 Vs. 2.0