1.0 Purpose

As stated in Florida Gateway College’s (FGC) Policy 6Hx12:12-19, Responsible use of Computers, Networks and Telephones, Information Technologies are provided to support the College’s mission of education, research and service. To ensure that these technologies are used effectively to further the College’s mission, every Information Technology user has the responsibility to do the following:

• Use the technologies appropriately and efficiently;

• Respect the freedom and privacy of others;

• Protect the stability and security of the technologies;

• Abide by established College policies, procedures and applicable laws.

2.0 Scope

This Policy applies to all personnel at FGC.
3.0 Statement

Access to the College’s e-mail system is a privilege granted to faculty, and staff. College e-mail is to be used to enhance teaching, learning, and scholarly research; to support academic experiences; and to facilitate the business and administrative process of FGC.

Campus e-mail must be used in accordance with the College’s Policy 6Hx12:12-19, Responsible use of Computers, Networks and Telephones, and use must adhere to current College e-mail procedures. The following behaviors and activities are expressly prohibited:

- Altering electronic communications to hide one’s identity or to impersonate another individual;
- Initiating of “chain letters”;
- Sending unsolicited advertisements;
- Sending messages to large numbers of users without authorization;
- “Mail bombing”.

Access to the campus e-mail and facilities must be properly authorized, managed and will be monitored. See 6Hx12:12-05 Policy - Access Authorization and Modification.

It is the responsibility of all users of College Information Technologies to report violations of the College's e-mail policies. All violations of this policy should be reported to IT.

Infractions of the e-mail policy may lead to loss of access to College Information Technologies, College disciplinary action under FGC disciplinary policies and procedures, private civil action, and/or criminal charges.

Information Technology is responsible for the monitoring of access and use of the e-mail system. Information technology will implement tools and reports as necessary to assist in this task.
4.0 Definitions

Non College Persons: Contractors, vendors, customers, or affiliates.

Owner: A designated person who is responsible for system and user administration functions including system maintenance and add/change/delete access granted.

History: Adopted: 11/11/09; Effective: 11/11/09