Section: Policy Statement – General and Administrative

Subject: Usage and Access to Voice Mail, E-mail, and Computer Data Storage Systems

Purpose: This policy sets forth regulations for voice-mail, e-mail and computer systems usage, as well as an advisory concerning the University Center's access to and disclosure of messages and information stored on these systems.

New/Revised:

Board Adoption Date: July 10, 2000

Voice-mail, e-mail and computer systems used by the University Center are provided solely to further the University Center's business operations. These systems and the information stored thereon belong to the University Center. Although employee passwords may be used for University Center-oriented security reasons, the use of such passwords is not intended to assure employees that messages or other communications generated by or stored on these systems will be kept confidential. The University Center maintains the right to access these systems and to retrieve information stored thereon at any time, and all employee passwords must be made known to the University Center upon demand. Consequently, these systems should not be used for personal communications.

Once again, employees should bear in mind that messages and all other data stored on the University Center's voice-mail, e-mail and computer systems is subject to access by the University Center at any time, and is not to be considered confidential or private. We therefore ask you to exercise good judgment in using these systems.

Regulations

This section sets forth regulations concerning the appropriate use of the University Center's voice-mail, e-mail and computer systems.

• Since voice-mail and e-mail messages, as well as other computer-stored data, are considered business records and can be subpoenaed (and electronically retrieved, even after you "delete" them), nothing should be included in a voice-mail or e-mail message that you would not consider putting in a memo.
• Employees should delete unwanted voice-mail and e-mail messages as soon as practical and should log off when not using the computer system.

• Employees should exercise good judgment in the use of e-mail distribution lists; these lists are developed for the convenience of the addressee and unnecessary or frivolous messages should not be sent, thereby cluttering up user screens.

The University Center's voice-mail, e-mail and computer systems shall not be used for the following purposes:

• Any illegal, discriminatory, threatening, harassing, abusive or offensive comments.

• Anything in conjunction with an employee's outside business endeavors or sales of any product or outside service (home products, cosmetics, etc.).

• Messages related to political issues (i.e., encouraging or advocating a certain position, bill, etc.) unless there is a compelling business reason -- prior approval for such messages (and their planned distribution list) must be obtained from the Chief Executive Officer of the University Center.

• Personal announcements (items for sale, requests for roommates, etc.), or other non-business related communications.

Any violations of these regulations or other provisions of this policy may result in disciplinary action, including possible termination.

Privacy and Disclosure

As previously noted, the University Center's voice-mail, e-mail and computer systems are provided to facilitate the conduct of its business. All messages and other communications generated through and/or stored on these systems are considered business records. Employees who use the voice-mail, e-mail and/or computer systems should understand that information stored on these systems cannot be considered confidential or private. Indeed, the University Center reserves the right to access any voice-mail, e-mail or other computer-stored information at anytime in the service of its legitimate business interests.

Employees should understand that the "delete" function of the University Center's voice-mail, e-mail and computer systems does not necessarily "make the message or other
information disappear." While deletion may occur at the user level, copies may remain on one of the many system back-up files.

External Access

Under certain conditions, now and even more so in the future, employees will need to communicate with external users via voice-mail, e-mail and/or on the Internet. Employees are cautioned to exercise an additional level of discretion and sound judgment when communicating with third parties via these systems.

NOTE: This policy pertains to employees of the University Center, as well as members of the University Center Board of Directors and any other persons who use University Center equipment and accounts.