

Email Policy

1 Overview

Electronic email is widely used as a primary communication channel in almost all professional settings. At the same time, misuse of email can pose many legal, privacy and security risks. Appropriate use of email and related forms of electronic communication provides one way to manage these and related risks.

2 Purpose

The purpose of this email policy is to ensure the proper use of email at Elmhurst College and make users aware of what Elmhurst College deems as acceptable and unacceptable use of its email system ([Acceptable Use Policy](#)). This policy outlines the minimum requirements for use of email within the Elmhurst College community.

3 Scope

This policy covers appropriate use of any email sent from an Elmhurst College email address and applies to all students, employees, vendors, contractors, consultants, guests and all others operating on behalf of Elmhurst College.

4 Policy

- 4.1 All use of email must be consistent with Elmhurst College policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
- 4.2 The official Elmhurst College email account is provided by the Office of Information Services (OIS) and is the account that takes one of two forms: user@elmhurst.edu or user@365.elmhurst.edu. All other email accounts are considered to be third party accounts.
- 4.3 Elmhurst College email account should be used primarily for Elmhurst College-related purposes. Personal communication is permitted on a limited basis, but non-Elmhurst College related commercial uses are prohibited. Sending chain letters or joke emails from an Elmhurst College email account is prohibited.
- 4.4 All Elmhurst College data contained within an email message or an attachment must be secured according to the [Policy on the Definition, Classification, Storage, and Use of Sensitive Information](#).
- 4.5 Email that is identified as an Elmhurst College business record shall be retained according to Elmhurst College Record Retention Schedule. Email is an Elmhurst College business record if the information contained in the email relates to any individual or group affiliated with Elmhurst College or any aspect of the College's mission or operations.

- 4.6 The Elmhurst College email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any Elmhurst College student, employee, or other affiliate should report the matter to their supervisor immediately.
- 4.7 Users are prohibited from automatically forwarding Elmhurst College email to a third party email system (noted in 4.2 above and 4.8 below). Individual messages which are forwarded by the user must not contain Elmhurst College confidential or other secure information.
- 4.8 Users are prohibited from using third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct Elmhurst College business, to create any binding transactions, or to store or retain email on behalf of Elmhurst College. Such communications and transactions should be conducted through official channels approved by Elmhurst College.
- 4.9 Elmhurst College employees shall have no expectation of privacy in anything they store, send or receive on the College's email system.
- 4.10 Elmhurst College may monitor messages without prior notice. Elmhurst College is not obliged to monitor email messages.

5 Policy Compliance

5.1 Compliance Measurement

The Office of Information Services (OIS) will verify and promote compliance to this policy through various methods, including but not limited to, reports, internal and external audits, and feedback to individuals and campus departments.

5.2 Exceptions

Any exception to the policy must be approved by the Chief Information Officer in advance.

5.3 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

6 Related Standards, Policies and Processes

- [Acceptable Use Policy](#)
- [Policy on the Definition, Classification, Storage, and Use of Sensitive Information](#)