

MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATIVE AND BUSINESS SERVICES

B. Business Services

2163 Electronic Mail Policy

A. Policy Statement:

Monterey Peninsula College (MPC) electronic mail services are a college communication system to support college functions.

1. Policy Objective:

The purpose of this Policy is to ensure that:

- The College community is informed about the applicability of policies and laws with regard to electronic mail;
- Electronic mail services are used in compliance with college policies, State and Federal laws;
- Users of electronic mail services are informed about how concepts of privacy and security apply to electronic mail;
- Disruptions to College electronic mail and other services and activities are minimized; and
- This policy includes all applications of the electronic mail services, including the “All Users” distribution of messages.

2. Definitions:

The following definitions apply in the policies, guidelines, and codes of practice related to the use of the College’s computing and networking facilities:

- College Record: A College record in the form of electronic mail exists whenever such electronic mail is in support of College business, whether or not the equipment, software, or facilities used to create, or store the electronic mail record are owned by the College.
- Electronic Mail Services: Information technologies used to create, send, forward, receive, store, or print electronic mail.
- Use of Electronic Mail Services: To create, send, forward, reply, copy, store, print, or possess electronic mail messages. For the purpose of this Policy, receipt of electronic mail is excluded from this definition to the extent that the electronic

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mail users do not have control over the e-mail received.

- Possession of Electronic Mail: Regardless of who created the original message, (a copy of) electronic mail is in the possession of a user when that user has effective control over the location of its storage. Thus, an electronic mail message that resides on a computer server waiting to download to a user's computer is deemed, for purposes of this Policy, to be in the possession of that user.
- The term *electronic mail* and *e-mail* are used interchangeably throughout this Policy.

3. Scope:

This Policy applies to all electronic mail service provided by the College both on central and area facilities. This Policy also applies to all users and uses of such services; and to all College records in the form of electronic mail in the possession of College employees or other users of electronic mail services provided by the College. This Policy does not apply to paper records, including printed copies of electronic mail.

B. Guidelines:

Monterey Peninsula College encourages staff to use electronic mail in order to further the vision, mission, and goals of the College. The College encourages the use of electronic mail to share information, to improve communication, and to exchange ideas.

1. Accountability:

The Director of Information Systems is responsible for ensuring that the Electronic Mail Policy and associated Code of Practice are observed with regard to the electronic mail services under the control and management of the College. The Vice President for Administrative Services is responsible for administration of this policy. Questions concerning the appropriateness of administering this policy may be directed to the Superintendent/President.

2. Personal Use:

The College's electronic mail services are not be used for personal purposes.

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3. Commercial, For-Profit Activities or Advertisements:  
Monterey Peninsula College's electronic mail services may not be used for personal business or personal gain. Advertising or sponsorship is not permitted, except where such advertising or sponsorship is clearly related to or supports the mission of the College or other services being provided.
4. Related Legislation, Policies, and Regulations:
  - Technology Use Policy
  - Ethical Principles
  - Ownership of Intellectual Property – College/Staff/Students
  - Copyright Material – Copying
  - Sexual Harassment and Grievance Procedures (Human Resources Policy and Procedures)
  - Equal Employment Opportunity Policy and Grievance Procedures (HR Policy and Procedures)
  - Telecommunications (Interception) Act
  - Etc.
5. Responsible Administrator:  
The Vice President for Administrative Services is responsible for the overall control and administration of the College's Electronic Mail Policy.
6. Authority for Approving Amendments to the Policy and Code of Practice on Electronic Mail:  
Monterey Peninsula College's Board of Trustees is the authority for approving significant amendments to the College's policy and guidelines on Electronic Mail.
7. Inclusion of Policy Statement in Policy Manual:  
Once approved by the Board of Trustees, the policy statement Electronic Mail Policy will be included in the (Monterey Peninsula College – General Policies and Procedures)
8. Effective Date:  
The policy on Electronic Mail will come into effect immediately upon being approved by the Board of Trustees.
9. Review of Policy:  
The policy on Electronic Mail will be reviewed periodically.

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Proposed changes to the policy will be presented to the Board of Trustees for approval.

C. Administrative Procedures:

1. Electronic Mail Accounts

Accounts for electronic mail services are issued for a period of one year and are to be renewed annually for both centrally and area managed services.

In the case of staff, accounts are to be issued on receipt of the appropriate form requesting an account or its renewal, whether on paper or electronically. By this request and by using the account the staff member agrees to be bound by this policy and the College policies on the use of Institutional Technology (IT) and the associated Codes of Practice.

In order to maintain an efficient and responsive e-mail system, e-mail users need to limit the number of messages they store. Once this e-mail policy is adopted by the Board of Trustees, all e-mail messages more than 90 days old will be deleted from the e-mail server after a notice of intent is sent to all system users. Subsequently, a monthly process of deleting e-mail older than 90 days will be implemented by the College's Information Systems Department. The Information Systems Department will issue a reminder notice to all users on the system, every 30 days, reminding them to archive any old message they would like to retain.

2. Authority for Approving Amendments to the Administrative Procedures on Electronic Mail Policy:

The Board of Trustees is the authority for approving amendments to the administrative procedures of the College's policy on Electronic Mail.

D. General Procedures:

1. E-Mail System Maintenance:

In order to minimize the potential of exceeding server system resources limitations, and to maintain maximum system efficiency, the Information Systems Department will delete all mail that is

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stored on the server exceeding 90 days in age. This process will be repeated every 30 days, after appropriate notification is sent to all users.

Any messages, exceeding 90 days in age, which system users would like to retain, may be saved in the following ways:

- Hard Copies: Prior to deletion of the electronic copy, e-mail may be printed out in paper form and filed.
- Electronic Copy – Save as Text File: The e-mail system user may save individual e-mail messages as text files which may be stored on their local hard drive.
- Electronic Copy – Manual Export/Import: The e-mail system user may export individual mail files, or entire folders, to a location on their local hard drive. When the user needs to access any of this exported mail, they may then import it back into their e-mail program.
- Electronic Copy – Automatic Archive: The e-mail system user may select the Outlook software configuration option which allows them to program the client e-mail software to automatically archive an electronic copy of their mail at a location, and frequency, determined by the user. To access any of these archived messages, the user can import this archive file back into their e-mail system.
- Electronic Copy – Manual Open Exported File: The e-mail system user may use Outlook software to open/close any of this exported mail, without the importing process.

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Adopted: December 15, 1999