
Electronic Mail Policy (Employees)

Purpose: To define the appropriate and responsible use of electronic mail (email) at Vancouver Community College.

Applies to: All employees to whom the College has provided an email account.

Policy: Email is an official medium of communication at VCC. Some official communications will be sent only via email. It is therefore incumbent on employees to monitor their VCC email account regularly.

The College puts filters in place at the email gateway to prevent inappropriate email from being delivered to employee inboxes by senders external to the VCC network.

Appropriate and responsible use of email requires compliance with the guidelines laid out in the Appropriate and Responsible Use of Educational and Information Technology Policy (B.5.2).

Any materials in contravention of this policy which are stored on College systems and/or networks will be removed in a timely manner.

In addition, employees will use email accounts according to the following guidelines:

- Guidelines:**
- ◆ VCC owns the email accounts and all messages and data held within these accounts.
 - ◆ There is no guarantee of privacy with email. (**Note:** Normally, passwords will not be changed, nor an employee's email read, without the knowledge of the individual concerned.)
 - ◆ Email is a business tool for business communication. Care should be taken in drafting an email as for any other official communication.
 - ◆ Employees should consider the appropriateness of forwarding email messages. If in doubt, seek approval from the sender of the original message.
 - ◆ Personal use of email is acceptable, if it does not interfere with work.
 - ◆ Email users should apply good judgement with respect to the appropriateness of message content. For example, bear in mind the rights of copyright holders and general business confidentiality.
 - ◆ Email is not to be used for the distribution of chain letters, inappropriate humour and offensive graphics or images.

Procedures:

If you receive email from another employee which you believe is inappropriate, it is recommended that you first discuss your concern with the sender.

If this does not result in a satisfactory conclusion, report the matter to the Director, Information and Computing Services (or designate).

The Director, ICS (or designate) will initiate enquiries as quickly as possible, and in consultation with the Vice President, Advancement and College Services, will determine the appropriate action.

The Director, ICS (or designate) may authorize an immediate suspension of access privileges pending the outcome of an enquiry.

Inappropriate email from the outside can be blocked by email filters. Requests for such blocking should be made via the VCC Help Desk.

Non-compliance with this policy and related College policies/legislation may result in:

a temporary or permanent suspension of system and/or network access privileges.

discipline as defined by the policies, laws, acts, codes or agreements that have been violated.

References:

College Policy A.3.1, Human Rights Policy

College Policy B.5.1, Sharing & Stewardship of Information Policy

College Policy B.5.2, Appropriate and Responsible Use of Educational and Information Technology Policy; Plain Language version of policy is attached as Appendix to B.5.2.

Collective Agreements

Copyright and Trademarks Act

Criminal Code of Canada

Freedom of Information and Protection of Privacy

1. Policy Sponsor Director, Information & Computing Services

2. Approvals:

President _____ Date: _____

Education Council Chair _____ Date: _____

Operations Council Chair _____ Date: _____

Board Chair _____ Date: _____

3. Amendments

President _____ Date: _____

Education Council Chair _____ Date: _____

Operations Council Chair _____ Date: _____

Board Chair _____ Date: _____

4. Review Date