Electronic Mail Guidelines

Read and follow the policies documented in *Guidelines for Acceptable Use of E-mail*. The content and maintenance of a user's electronic mailbox are the user's responsibility. Check e-mail frequently, delete unwanted messages and sent items since these messages take up disk storage and space. Never assume that you are the only one who can read your e-mail. Do not maintain anything private in your disk storage area. If you have been alerted about a certain virus, DO NOT ATTEMPT TO TAKE RESPONSIVE ACTION YOURSELF. Instead, please notify Campus Technology immediately. This department will confirm if the virus attack is legitimate and will take all proper remedial actions.

Guidelines for Acceptable Use of E-mail

Access to computer systems and networks owned or operated by Converse University requires adherence to University policies, the Honor Code, and applicable federal, state, and local laws. Acceptable use requires responsibility and ethical behavior. Electronic mail is provided to students, faculty, staff, and administration as a tool that facilitates educational and administrative purposes.

User Responsibilities

1. You must not share your user ID and password with others. You are responsible for all activities that occur from your user ID.
2. You may not engage in activities that may be harmful to Converse University's computer systems. This includes, but is not limited to, propagating viruses, disrupting services, or damaging files.
3. You may not use the University's systems and networks for profit or personal financial gain.
4. You may not duplicate or transport by electronic means copyrighted or licensed software or files unless it is explicitly stated that you may do so. When in doubt, DO NOT COPY.
5. You may not use e-mail services to harass, intimidate, or otherwise annoy another person. For example, chain letters or other unsolicited "junk" mail is prohibited.
6. You should be considerate in your use of shared resources. Do not monopolize or overload the computer systems (e.g., Napster). Access priority will be given to individuals needing to complete academic and/or administrative assignments.
7. Do not send a mass email to the campus that contains items for sale.
8. All students, class, and SGA officers will be given the capability to e-mail through the global list. The information distributed should deal with these organizations' activities. Meeting times should be published on the **Campus Events Calendar**.

Converse University considers any violations of user responsibilities to be a serious offense. The University reserves the right to copy and examine any files or information on University systems allegedly related to unacceptable use. Violators of these guidelines are subject to disciplinary action and revocation of all computer privileges.

If you are found in violation of the Acceptable Use Policy issues 2, 3, 4, or 5, your user account will be locked immediately. The Chief Information Officer will notify the supervisor of any employee who is in violation of these issues. Further access to all computing resources will be denied. An appeal may be made in writing to the Chief Information Officer and the Director of Human Resources. Students who are using the University e-mail system in order to submit class assignments to a faculty member will be responsible for making alternative arrangements with the faculty member.

For other violations, a warning will be sent and kept on file. After a second offense, the user's account will be locked for thirty days. After the third offense, the user loses all access to computing resources. An appeal may be made in writing to the Chief Information Officer. Criminal activity will be reported to the proper authorities.

Criminal activities include but are not limited to, fraud, unauthorized access, harassment, and copyright violations.

Email Signature Tools

Converse Email Signature: Converse requires official email signatures for all faculty and staff. You may choose between the Converse logo signature and the Valkyries logo signature. There are also sport-specific logos for each team. The guidelines, tools and resources can be found on the Communications Webpage