

# Electronic Communications

**Policy Owner** Campus Technology

## Policy

The University maintains standards of conduct that apply to all employees. The violation of certain standards may result in suspension or dismissal. These violations include such things as the misuse of computer data, software, or electronic mail; unauthorized attempts to access or copy computerized data or software; unlawful use or copying of copyrighted materials, breach of software confidentiality and ownership agreements.

Converse University's telephone service and electronic mail are provided for the purpose of conducting University business. Personal use of telephones and electronic mail should be restricted to incidental and emergency use. Employees must pay any charges related to personal calls to the appropriate departmental administrator. Reimbursement of personal charges is required.

The University may access its electronic communications system and obtain the communications within the system, without notice to users of the system, in the ordinary course of business when the University deems it appropriate to do so. The reasons for which the University may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that the University's operations continue appropriately during an employee's absence.

The University may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The University's guideline prohibiting harassment, in its entirety, applies to the use of the University's electronic communications system. No one may use electronic communications in a manner that may be construed by others as harassment or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs, or any other characteristic protected by federal, state, or local laws.

Since the University's electronic communications system is for University business use only, the system may not be used to solicit for religious or political causes, outside organizations, or other personal matters unrelated to the University.

No one may access, or attempt to obtain access to, another's electronic communications without appropriate authorization.

The proper use of electronic mail should be the subject of careful judgment. Misconduct of any kind will be met with appropriate disciplinary action. Employees found in violation of these guidelines shall be subject to disciplinary action from the University according to approved faculty and staff procedures.

## Version History

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