

# CLARK ATLANTA UNIVERSITY

## Policy 14.6 Email Policy



CLARK ATLANTA UNIVERSITY		
<b>Policy and Procedures</b>	<b>Subject: Email Policy</b>	
<b>Department:</b> Office of Information Technology and Communications (OITC)	<b>Review Date:</b> 06/04/20	<b>Issued By:</b> Chief Information Officer
	<b>Effective Date:</b> 06/15/2020	
<b>Distribution:</b> All University employees	<b>Required Approval:</b> University President	<b>No. of Pages:</b> 4
<b>Signature: Original signed by George T. French, Jr., Ph.D.</b>		<b>Date: 06/15/2020</b>

**TABLE OF CONTENTS**

	<u>Page(s)</u>
<b>1.0 Policy Statement.....</b>	<b>1</b>
<b>2.0 Procedures Narrative.....</b>	<b>1</b>
<b>3.0 Entities Affected by this Policy.....</b>	<b>1</b>

## 14.6 Email Policy – Clark Atlanta University

---

### 1.0 Policy Statement

The purpose of this email policy is to ensure the proper use of Clark Atlanta University email and make users aware of what CAU deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within CAU's Network.

### 2.1 Procedures Narrative

- 2.1.1 All use of email must be consistent with policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
- 2.1.2 Clark Atlanta University email account should be used primarily for CAU business related purposes; personal communication is permitted on a limited basis, but non Clark Atlanta University related commercial uses are prohibited.
- 2.1.3 All Clark Atlanta University data contained within an email message or an attachment must be secured according to the *National Institute of Standards and Technology Special Publication 800-171*.
- 2.1.4 Email identified as a CAU business record shall be retained according to *Clark Atlanta University's 2.3 Record Retention Policy*.
- 2.1.5 The Clark Atlanta University email system shall not to be used for the creation or distribution of any vulgar, disruptive, unlawful, or offensive content that violates the University's established policies, or state or federal laws.
- 2.1.6 Users are prohibited from automatically forwarding Clark Atlanta University email to a third party email system (noted in 4.8 below). Individual messages which are forwarded by the user must not contain Clark Atlanta University confidential or above information.
- 2.1.7 Users are prohibited from using third-party email accounts and storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct Clark Atlanta University business, to create or memorialize any binding transactions, or to store or retain email on behalf of Clark Atlanta University. Such communications and transactions should be conducted through proper channels using *Clark Atlanta University 11.4 Export Control Policy*.
- 2.1.8 Using a reasonable amount of Clark Atlanta University resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending chain letters from a Clark Atlanta University email account is prohibited.
- 2.1.9 Clark Atlanta University staff, faculty, and shall have no expectation of privacy in anything they store, send or receive on CAU's email system.
- 2.1.10 Clark Atlanta University may monitor messages without prior notice. Clark Atlanta University is not obliged to monitor email messages.

### 3.0 Entities Affected by this Policy

All staff, faculty, partners, contractors, consultants, temporary, and other workers at the University and its subsidiaries. The use of the university's network and system resources is a privilege, not a right. This privilege can be revoked or amended when justified. Failure to comply with this policy may result in disciplinary action as outlined in established *Clark Atlanta University 2.4.0 Code of Ethical Conduct Policy*.