

## **E-Mail Acceptable Use Policy [Condensed]**

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### **1. Scope**

E-mail is a critical mechanism for communications at the Institute of American Indian Arts (hereinafter: IAIA). Use of IAIA's electronic mail systems and services is a privilege, not a right, and therefore must be used with respect and in accordance with the rules, regulations, and policies of IAIA.

This policy applies to all e-mail systems and services owned or operated by IAIA, all e-mail account users/holders at IAIA (both temporary and permanent), and all Institute e-mail records.

### **2. Account Activation/Termination**

E-mail access at IAIA is controlled through individual accounts and passwords. Each user of IAIA's e-mail system is required to read and sign a copy of this E-Mail Acceptable Use Policy prior to receiving an e-mail access account and password. It is the responsibility of each user to protect the confidentiality of their account and password information. Substantial changes to this policy may require users to read and sign an updated copy of this Use Policy.

All staff, faculty, adjunct faculty, and students at IAIA will receive an e-mail account.

E-mail access will be terminated when the e-mail account holder terminates their association with IAIA, unless other arrangements are made.

### **3. Rights and Responsibilities**

The Institute often delivers official communications via e-mail. As a result, staff, faculty, adjunct faculty, and students at IAIA with e-mail accounts are expected to check their e-mail in a consistent and timely manner so that they are aware of important Institute announcements and updates, as well as for fulfilling business and role-oriented tasks.

E-mail users are expected to remember that e-mail sent from the Institute's e-mail accounts reflects on the Institute. Please comply with normal standards of professional and personal courtesy and conduct.

Acceptable Use of IAIA e-mail systems includes:

- communication with fellow employees, business partners of IAIA, and students within the context of an individual's assigned responsibilities;
- acquisition or sharing of only the information necessary or related to the performance of an individual's assigned responsibilities;
- participation in educational or professional development activities.

The following activities are deemed inappropriate uses of IAIA e-mail systems and services and are prohibited:

It is NOT ACCEPTABLE to:

- use e-mail for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g., spreading of computer viruses);
- use e-mail in any way that violates IAIA's policies, rules, or administrative orders, including, but not limited to, the IAIA Acceptable Use Policy and the IAIA Distribution List Policy;
- view, copy, alter, or delete e-mail accounts or files belonging to IAIA or another individual without authorization;
- make excessive personal use of IAIA e-mail resources. IAIA prohibits personal use of its e-mail systems and services for unsolicited mass mailings, non-IAIA commercial activity, political campaigning, dissemination of chain letters, and use by non-employees.

#### **4. Monitoring and Privacy**

The e-mail systems and services used at IAIA are owned by the Institute, and are therefore its property. This gives IAIA the right to monitor any and all e-mail traffic passing through its e-mail system.

Archival and backup copies of e-mail messages may exist, despite end-user deletion, in compliance with IAIA's various records retention policies.

If IAIA discovers or has good reason to suspect activities that do not comply with applicable laws or this policy, e-mail records may be retrieved and used to document the activity in accordance with due process.

#### **4. Failure to Comply**

Sanctions for inappropriate use on IAIA's e-mail systems and services may include, but are not limited to, one or more of the following:

1. temporary or permanent revocation of e-mail access;
2. disciplinary action according to applicable IAIA policies;
3. termination of employment; and/or legal action according to applicable laws and contractual agreements.