

## **POLICY NO. 208.13**

| ISSUE DATE: November 1, 1996    | POLICY: Use of Campus E-Mail |
|---------------------------------|------------------------------|
| REVISION DATE: February 7, 2001 |                              |
| REFERENCE:                      |                              |
|                                 |                              |
| APPROVED:                       |                              |
| /s/ Jerry A. Aspland            |                              |

# I. Policy Statement

Access to the California Maritime Academy's (The Academy's) e-mail system is a privilege granted to students, faculty, and staff. Academy e-mail is to be used to enhance teaching, learning, and scholarly research; to support academic experiences; and to facilitate the business and administrative process of the Academy.

Campus e-mail must be used in accordance with the Academy's *Information Technology Acceptable Use Policy* and use must adhere to current Academy e-mail procedures.

The following behaviors and activities are expressly prohibited:

- Altering electronic communications to hide one's identity or to impersonate another individual.
- Initiating of "chain letters"
- Sending unsolicited advertisements
- Sending messages to large numbers of users without authorization
- "Mail bombing"

Access to the campus e-mail and facilities must be properly authorized, managed and monitored. See policy on *Access to Computer Resources*.

#### II. Principles

As stated in the Academy's *Information Technology Acceptable Use Policy*, information technology resources are provided to support the Academy's mission of education, research and service. To ensure that these resources are used effectively to further the Academy's mission, each user has the responsibility to do the following:

- use the resources appropriately and efficiently
- respect the freedom and privacy of others
- protect the stability and security of the resources
- abide by established Academy policies, procedures and applicable laws.

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Use of Academy information technology resources is strictly prohibited for:

- non-Academy commercial activities
- personal or political gain
- private or otherwise unrelated Academy business or fundraising
- unauthorized use of the Academy's name or symbols
- as a vehicle for academic cheating or plagiarism in any form
- harassment of individuals, groups, or organizations (California State Penal Code Section 653m). It is a violation of this policy to use electronic means to harass, indirect reference.
- defamation or slander of other person, groups, or organizations.

This policy applies to access to all platforms, systems, and applications at the Academy. See the table of contents for additional guidance in specific areas.

It is the policy of the Academy not to monitor individual usage of any general facility. However, the Academy reserves the right to monitor and record the usage of all facilities if it has reason to believe that activities are taking place that are contrary to this policy or state or federal law or regulation and as necessary to evaluate and maintain system efficiency. The Academy has the right to use information gained in this way in disciplinary or criminal proceedings.

### III. Deployment

See policy on Access to Computer Resources for definitions on controlling access to resources.

It is the responsibility of all users of Academy information technology resources to report violations of the Academy's e-mail policies. All violations of this policy should be reported to the information technology department.

Infractions of the e-mail policy may lead to loss of access to Academy information technology resources, Academy disciplinary action under CSU disciplinary policies and procedures, private civil action, and/or criminal charges.

#### IV. Technical Architecture

See policy on *Access to Computer Resources* for definitions on controlling access to resources. The information technology department will implement software and hardware to monitor access and use of the Academy's e-mail system.

# V. Monitoring

The information technology department is responsible for the monitoring of access and use of the e-mail system. Information technology will implement tools and reports as necessary to assist in this task.

#### VI. Documentation Requirements

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All access requests and signed Electronic Mail Usage Agreements will be maintained and kept by the Information Technology Department. Violations of the email use policy will be documented and recorded by the Information Technology Department.

## VII. Definitions

Non Academy Persons: Contractors, vendors, customers, or affiliates.

*Owner:* A designated person who is responsible for system and user administration functions including system maintenance and add/change/delete access granted.

### VIII. Other References

Information Technology Acceptable Use, Policy 208.2 Access to Computer Resources, Policy 208.1



A Campus of The California State University System

# **Electronic Mail Usage Agreement**

The purpose of CMA's email system is to provide a setting and opportunity for members of the academic community to express and explore ideas openly, respectfully, and freely, and to develop the skills of intellectual inquiry.

Use of the email system is a privilege granted to faculty, staff and students of the California Maritime Academy. All actions relating to these resources must be in accordance with applicable national and international laws and in accordance with policies of the California Maritime Academy, the California State University System and the State of California.

Users may not transmit unsolicited information that contains obscene, threatening or discriminatory material to another individual, mailing list, news group or to any public folders.

CMA email is for business use only. Minimal personal use is permitted, but must be limited and secondary to all intended uses of the email system. Any unauthorized access including unsuccessful logon attempts, use, tampering, alteration, destruction, or theft of these resources is strictly prohibited.

Any violation of copyright, patent, or license agreements is strictly prohibited. Any individual in the CMA community who does not comply with this policy will be treated with disciplinary action up to and including dismissal and/or legal prosecution.

CMA maintains the ability to monitor any computer activity made on its own network. Users should not assume that information stored on or transmitted through computers are confidential or that access by the Academy or its designated representative will not occur.

| I,, (please print) exchange for receiving a logon identificati Academy's network and email system. | ) agree to adhere to the above policies in ion for access to the California Maritime |
|--|--|
| <br>Signature  | Date   |