

COLUMBIA COLLEGE

ELECTRONIC COMMUNICATIONS POLICY FOR STAFF

NOTE:

Must; Shall; Will:

Should:

May or Could; Can:

Clarification of Terms

These words or phrases indicate actions or activities that are *essential* or *mandatory*.

This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory.

These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.

Purpose

To provide a College policy for controlling use of the Email system, Internet (via a College PC or workstation), or the voice mail system in compliance with other College policies.

Application

This policy applies to all employees – part time, full time, contracted (including adjunct facilitators); as well as all students –present and past.

Policy

Columbia College provides Email and voice mail privileges to its employees. Internet access can also be provided based on the employee's needs and Columbia's availability. These systems are all provided primarily for instructional and administrative purposes. The College recognizes that the Email, voice mail, and Internet access may be used for personal use; however, such use must not violate other College policies (for example, visiting Internet chat sites, streaming radio station, or other sites considered inappropriate unless given prior approval by immediate supervisor). Extensive use of these services for personal reasons is encouraged on the employee's own time (i.e. lunch break or after hours). Any employee or student found violating any Columbia policy through use of Email, voice mail, and/or the Internet shall be subject to disciplinary action up to and including termination.

Columbia College is a private business and as such has certain legal interests. These interests include, but are not limited to, legally protected rights such as course outlines or proprietary information, and legal liability such as intentionally obtaining the legally protected rights of another company. Columbia College will monitor an employee or student's Email, voice mail, and Internet access with or without notice, when Columbia has a reasonable suspicion that an employee or student is endangering Columbia's legal interests. Employees learning of any misuse of Email, voice mail, Internet access or violations of this policy shall notify IS Management immediately. Any employee or student found endangering Columbia College's interests should also be subject to disciplinary action up to and including termination.

Columbia College reserves the right, from time to time, to review, without notice, any Email, voice mail, or Internet usage. Reviews will be conducted, even though certain system features are present that give the appearance of privacy (e.g., personal passwords and employee's ability to delete messages). The presence of these features should in no way raise the employee's expectation of privacy.

Email and voice mail messages may not contain content that may be reasonably considered offensive or disruptive to any employee. Offensive content would include, but would not be limited to; sexual comments or images, racial slurs, gender-specific comments, or any comments that would offend someone on the basis of his or her age, sexual orientation, religious or political beliefs, national origin, or disability. The College reserves the right to terminate an employee's ability to use Email and/or voice mail if such is found, with the determination of IS Management, to be abusing this technology.

E-mail

Email, although often less formal than other modes of communication, should be treated with the same care and preparation as a letter or memo. All messages, which are sent and received via Email, should be deleted from the system or placed in individual files created by the user. This deleting and filing procedure should occur at least once a month.

An employee's email access is removed automatically upon termination of employment. Terminating employees must not expect that their email messages will be saved or provided to them by the college.

Internet

Internet access is vitally important to Columbia's success as a business. Connections and sessions are all logged and no employee shall have expectation of privacy. Employees, who log in after hours and/or remotely, remain subject to this policy.

Although access from the outside into Columbia College is restricted for security reasons, certain employees are given permission to access the College's Internet system remotely. Remote access is arranged only through IS Management. Any employee found tampering with the access files is subject to immediate cessation of Internet privileges and shall be subject to disciplinary action.

At no time shall an employee access web sites, chat rooms, materials and the like which violate any applicable law, regulation, or College policy. Nor shall an employee permit distribution or display of content that would reasonably be deemed offensive or insulting to another viewer.

Voice Mail:

Voice mail and the data stored on it are and remain at all times the property of the College. As such, all voice mail messages created, sent, and received are and remain the property of Columbia College. Columbia reserves the right to retrieve, listen to and delete any message composed, sent, received or saved. Please note that when a message is deleted, it is not possible to recreate the message through existing technology. While the College does not intend to recreate messages, the College cannot represent that recreation of messages will never occur, therefore, ultimate privacy of messages cannot be guaranteed to anyone.

Messages should be limited to the conduct of business for the College and should not be used for the conduct of personal business. While voice mail uses individually assigned passwords for security, the reliability of such for maintaining confidentiality cannot be guaranteed. Employees should assume that someone might hear any and all messages other than the intended recipient.

An employee's voice mail access is removed automatically upon termination of employment. Terminating employees must not expect that their voice mail messages will be saved or provided to them by the College.

• Administration

Administration of this policy rests with individual chairperson/managers and all employees to ensure adherence. Any question regarding this policy should be directed to IS Management or the President.