



## **AP 3721 Computer Use – Email Procedures**

### **Contents**

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### **Purpose**

This Procedure establishes standards for the proper use and storage of Victor Valley College District (VVCCD) provided electronic mail (email), chat, SMS or collaborative messaging services hereafter referred to as “Messaging Systems.” E-mail and related services are only for the use by district employees. Other personnel can only be granted permission to use the district email and related systems by the President/Superintendent or a designee.

### **Scope**

This Procedure applies to:

- All Messaging Systems provided or owned by the VVCCD.
- All users of VVCCD email services, including:
  - Full and part-time employees
  - All others approved and authorized to use VVCCD-owned equipment or network resources
- All VVCCD email records in the possession of any VVCCD email users

### **Introduction**

Email is an efficient and timely communications tool that is provided by the VVCCD to its employees, contractors, and volunteers to assist them in supporting VVCCD functions and conducting the organization’s business. Appropriate use of the VVCCD email system can enhance productivity and communication, but inappropriate use can conflict with VVCCD policies, procedures and compromise availability of the system for all. This procedure expands on VVCCD AP 3720 Computer Use – Computer and Electronic Communications Systems.

### **Principles**

- Use of the VVCCD Messaging Systems constitutes consent to comply with local, state, and federal laws, as well as the policies and procedures of the District. There is also an expectation of professional courtesy.
- Account/email passwords will require a complexity.
- Any electronic mail address or account assigned by VVCCD to individuals or functional groups of VVCCD is the property of VVCCD.



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- VVCCD Messaging Systems' principal purpose is to conduct VVCCD business.
- Users of Messaging Systems should have no expectation of privacy with respect to these systems.
- Email messages are public records and are therefore subject to public inspection, Freedom of Information Act (FOIA) requests, and legal discovery, unless otherwise protected by local, state or federal law.

**Typical Uses**

- Communication and information exchange directly related to the VVCCD mission, or work tasks of VVCCD such as:
  - Research and information exchange in support of educational and professional development activities related to the user's VVCCD duties
  - Announcement of VVCCD policies, procedures, rules, services, programs, information, or activities, subject to the broadcast Messaging Systems requirements described below
  - Application for, or administration of, contracts or grants for VVCCD programs or research
  - Broadcast correspondence that:
    - Is limited to specific approved groups (i.e. Faculty, Administration, Staff, Classified, VVC-Personals)
    - Uses a system group address that has been approved and established by VVCCD for a designated use  
Uses an internal list-serve that will allow users to opt-in/out except for mandatory groups or lists that provide operational information and notices.
    - Should be reserved for official communication
    - All broadcast email messages must comply with the College's Computer Use Policy and associated procedures.
- Personal purposes, provided that such use does not:
  - Directly or indirectly interfere with the VVCCD operation of computing facilities or electronic mail services,
  - Burden the VVCCD with noticeable incremental cost, or
  - Interfere with the email user's employment or other obligations to the VVCCD.

**Prohibited Uses**

- Any use that violates federal or state law or VVCCD policy or procedure



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- The advertising or other promotion of any private business or activity, unless it is through an approved group such as “VVC-Personals”, and such groups must have the ability to opt-in/opt-out as desired by the receiver of the messages.
  - Transmission or solicitation of information or statements that contain profane language, pander to bigotry, sexism, or other forms of prohibited discrimination, or can in any way be construed as intending to harass or threaten another individual.
  - Any activity with religious or political purposes outside the scope of the user's assigned and authorized duties
  - Sharing of user passwords with others
  - Unauthorized Access - It is a violation of this policy to attempt to gain access to another person's Messaging Systems content regardless of whether the access was successful or whether or not the messages accessed involved personal information
  - Sending email under names or addresses other than the employee's own officially designated VVCCD email address
  - Adding, removing, or modifying identifying network header information ("spoofing") in an effort to deceive or mislead recipients
  - Chain Letters
  - Junk email
  - Spam
  - Setting email correspondence to forward automatically to an outside (non-District) address, unless it is your own personal non-district account
  - Messages that do not meet the "Broadcast Messages" requirements
  - Intentional disruption, obstruction, or burden of network resources
  - Hoaxes
  - Transmission of Personal Identifying Information (PII) information such as social security numbers unless protected by an approved encryption mode
- Transmission of protected Family Educational Rights and Privacy Act (FERPA) information in a non-encrypted mode to a non-vvc.edu email address.

Malicious violations of District policies and procedures governing the use of District computer and electronic communication systems may result in the restriction of access to District computer and electronic communication systems. Disciplinary procedures provided by California Education Code, Board Policies, Administrative Procedures, and Personnel Contracts may be followed on a case by case basis.



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E-mail Storage Limits and Deletion Policies

These are guidelines for the administration and storage of campus email for all groups and email accounts on campus. These guidelines do not define the archival of email in an offline account. Any email that falls outside these ranges that needs to be saved should be archived as needed for longer term storage. Email in the active email account will automatically expire, be disabled, or deleted based on the timetable below.

E-mail Settings	Admin/Staff	Faculty	Part-Time	Students
Empty Trash	7 days	7 days	7 days	7 days
Expire Account (Disable)	365 days	365 days	18 months	18 months
Expire Account (Delete)	manual process	manual process	18 months	18 months
Auto-Archive	1 year	1 year	1 year	1 year
Archives will be retained for:	3 years	3 years	3 years	3 years
Attachment Limit (Total)	25 MB	25 MB	25 MB	25 MB
Mailbox Size	3 GB	3 GB	3 GB	3 GB

Note: The mailbox storage capacities are dependent of the storage capacity available within the district infrastructure.

Note: AP 3722 Electronic Document Discovery and Retention provides procedures for electronic documents and files stored on VVCCD systems.

**References:**

- References: BP 3720, Computer Use-Computer, and Electronic Communication Systems, AP 3720,
- Accreditation standard IIC
- Citation of law, existing BP, related AP, and/or Accreditation standard