EMAIL USE POLICY

Policy Statement

Recent case law, as well as appropriate business practice, makes it necessary for the university to create and maintain parameters regarding employee use of email for official business.

Reason for Policy/Purpose

This policy is required for the effective communication of university policy regarding the use of email for official business.

Who Needs to Know This Policy

All members of The University of Southern Mississippi community.

Website Address for this Policy

www.usm.edu/institutional-policies/policy-ACAF-IT-001

Definitions

email

Refers to “electronic mail,” which is correspondence between individuals through electronic means. (No hyphen necessary: Associated Press Style.)

Policy/Procedures

All university employees must use their @USM.edu email account for all university business, including receiving and responding to emails.
Use of @USM.edu accounts should replace any email accounts that an employee may have currently routed through a different server.

This procedural change is implemented at the directive of the Executive Cabinet.

**Review**

The Chief Information Officer is responsible for the review of this policy every four years (or whenever circumstances require immediate review).

**Forms/Instructions**

N/A

**Appendices**

N/A

**Related Information**

N/A

**History**

1. During the 2009-2010 academic year, President Martha Saunders asked a campus committee to research and make recommendations to the Executive Cabinet regarding the appropriate use of social media for university business, including email use. A focus group of representatives from 13 campus constituency groups agreed with the assessment of the “social media use” committee that the parameters of this policy will protect the university as well as individual employees.
2. 11/01/11: Formatted for Institutional Policies website.
3. 02/19/13: Formatted for template. Minor editing of punctuation and usage throughout

**Amendments:** Month, Day, Year – summary of changes
Authorization

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As the Responsible Officer, I have reviewed this policy and believe it represents the current policy.

[Signature]

Responsible Officer

4/10/13

Date