



## **Email Policy**

**Technology Services**

**Policy Number: 8350**

### **1.0 PURPOSE**

The purpose of this Policy is to establish the College's policy regarding the use of Columbia Basin College email system. Authorized users of College email system are responsible for using and maintaining their email account in accordance with the procedures and guidelines set forth in this Policy.

Electronic mail, like postal mail, is an official means for communicating CBC business. All students, faculty, and staff are expected to read, and shall be presumed to have received and read, all official CBC email messages sent to their Columbia Basin College email account.

Policies and regulations that apply to other forms of communications and the use of Information Technology Resources also apply to email system.

### **2.0 AUTHORITY & SCOPE**

**2.1 Authority:** N/A

**2.2 Scope:** All CBC Employees and Students.

### **3.0 DEFINITIONS**

**3.1 An email signature** is defined as a block of text or graphical representation that is appended to the end of an email message. It includes sender's name, contact information, job title, and institution.

### **4.0 Email Policy**

#### **4.1 Acceptable Use.**

- 4.1.1 CBC email is a College resource intended to be used for College-related business: instruction, instructional support, advising, research, service, administration, and College-related correspondence in support of the College's mission;
- 4.1.2 Access to email is an essential tool that imposes on users certain accompanying responsibilities. The same standards of conduct that are expected of students and employees regarding the use of other College facilities, services, and resources apply to the use of email and;
- 4.1.3 Official email to registered existing students should be primarily directed to College student email addresses. Emails sent to new students (prior to receiving their CBC account) or non-active students may be sent to their personal email;



- 4.1.4 Employees of CBC, including administration, faculty, and staff, must use only CBC mail for official email correspondence in the performance of their duties.
- 4.1.5 The purpose of the email signature is to serve as a way to provide essential contact information and professional details in a standardized format, making it convenient for recipients to identify and communicate with the sender while representing the institution brand. Employees are expected to have an email signature and to use one of the templates for signatures available on the intranet <https://intranet.columbiabasin.edu/resources/general-resources/marketing-communications/email-signatures.html>.

#### **4.2 Personal Use**

There is no expectation of privacy with regard to email messages of a personal nature sent or received from College email accounts or from College computers. De minimis personal use of College email is permitted as noted in section 4.1.7 of the Acceptable Use of Information Technology Resources Policy, provided that such use does not:

- 4.2.1 Directly or indirectly interfere with the College operation of computing facilities or email service;
- 4.2.2 Interfere with the email user's employment or other obligations to the College;
- 4.2.3 Violate this Policy, the College's Acceptable Use of Information Technology Resources Policy or any other applicable policy or law, including but not limited to use for personal gain, conflict of interest, harassment, defamation, copyright violation, or illegal activities;

#### **4.3 Unacceptable Use**

In addition, the following specific actions and uses of Columbia Basin College email facilities are improper:

- 4.3.1 Any use of email that interferes with College activities and functions or does not respect the image and reputation of Columbia Basin College;
- 4.3.2 Concealment or misrepresentation of names or affiliations in email messages;
- 4.3.3 Alteration of source or destination address of email;
- 4.3.4 Use of email for commercial or private business purposes that have not been approved by the administration;



- 4.3.5 Use of email to send mass or chain messages in violation of the section 4.5 All College Email;
- 4.3.6 Use of email for organized political activity or political solicitation;
- 4.3.7 Use of email in violation of the Columbia Basin College Acceptable Use of Information Technology Resources Policy;
- 4.3.8 Use of email to harass or threaten other individuals in violation of the Columbia Basin College Non-Discrimination and Non-Harassment Policy or Policy Prohibiting Sexual Misconduct, Relationship Violence, and Stalking;
- 4.3.9 Sending or forwarding junk mail, spam, or advertising material to individuals who did not specifically request such material;
- 4.3.10 Forging or the unauthorized use of email header information;
- 4.3.11 Creation or distribution of any disruptive or offensive material or messages, including offensive comments about race, gender, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any CBC employee should report the matter to their supervisor immediately.;
- 4.3.12 Creating or forwarding chain letters, Ponzi, or other pyramid schemes or any type; and
- 4.3.13 Gambling or any other activities that are illegal, violate any other College policy, or are contrary to the College's interest.

#### **4.4 Confidentiality and Privacy**

Authorized users are responsible for the content of their email messages and should understand that others can use the content as evidence against them. Authorized users of the College's email facilities whose actions violate this Policy or any other College policy or regulation may be subject to revocation or limitation of email privileges as well as other disciplinary actions or may be referred to appropriate external authorities. Authorized users are responsible to monitor for unauthorized/phishing emails and are required to immediately report suspicious activity to the Technology Services department.

- 4.4.1 The College respects the privacy of its email users. It does not routinely inspect, monitor, or disclose email. Nonetheless, subject to the requirements for authorization, notification, and other conditions specified in this Policy, the College may deny access to its email services and may inspect, monitor, or disclose email in accordance



with the Columbia Basin College Acceptable Use of Information Technology Resources Policy.

- 4.4.2 All data files and e-mail communications created and/or maintained on the College's email system are neither private nor confidential. Students, employees, and other users have no right or expectation of privacy in any data files, or e-mail communications.
- 4.4.3 CBC, through its Director for Technology Services as authorized by the President of CBC, has the unrestricted right to access, monitor, retrieve and/or duplicate all data files written or stored on the College's email, including all e-mail communications sent or received.
- 4.4.4 All data files and e-mail communications created and/or maintained on CBC email are a College record and shall be the property of the College. In addition, as a CBC record, any data files or e-mail communications are subject to disclosure to law enforcement or government officials or to other third parties through requests under the Public Records Act or other legal processes.
- 4.4.5 If there is a reason to believe that a CBC email account has been used in violation of CBC's policies and/or of the law, contents of the email may be inspected and/or disclosed without the prior consent of the employee, student, or other user.
- 4.4.6 Email, whether or not created or stored on College technology resources, may constitute a College record subject to disclosure or other laws, or as a result of litigation. However, the College does not automatically comply with all requests for disclosure, but evaluates all such requests against the precise provisions of laws concerning disclosure and privacy, or other applicable law. Destruction of such records is governed by the College's Records Retention Policy.

#### **4.5 All College Email Lists**

All College email lists are a strategic tool used to carry out the College's mission. CBC's Technology Services Department manages the College's email system and maintains email lists that enable divisions, departments, offices, work units, and programs to reach segments of the College community.

In order to maintain the utility of Columbia Basin College's ALL email distribution list and to reinforce network security best practices, the following criteria have been established for ALL email distribution:



- 4.5.1 Provides essential information for the operations or execution of daily business;
- 4.5.2 Notifies the campus community of significant events or changes in governance, policy, or practice;
- 4.5.3 Alerts the campus community to health and safety situations;
- 4.5.4 Communicates important information from executive leadership; or
- 4.5.5 The message is deemed appropriate for all-college distribution by an Executive Team member, the Director of Marketing & Communications or authorized employee.

Options for messages that are not approved for ALL email distribution list, include:

- 4.5.6 Send the email to a targeted list such as Full-Time Faculty, Adjunct Faculty, Advisors, Counselors, Administrators, Departmental Groups, or others as appropriate.
- 4.5.7 Submit an article to the Hawk Talk monthly email.
- 4.5.8 Add the information to the CBC Community Resource Calendar and CBC website Academic and Events Calendar.
- 4.5.9 Distribute through CBC Social Media (official social media accounts managed by Communications).

## 5.0 FORMS & OTHER RESOURCES

CBC's:

[Acceptable Use of Information Technology Resources Policy](#)

Records Management Policy

[Non-Discrimination and Harassment Policy](#)

Prohibiting Sexual Misconduct, Relationship Violence, and Stalking

[RCW 42.52 - Ethics in Public Service](#)

[RCW 42.56 - Public Records Act](#)

[WAC 292-110-010 - Use of state resources](#)

## 6.0 HISTORY & POLICY CONTACT

**6.1 Originated:** 06/2024.

**6.2 Revised:** 06/2024.

**6.3 Proposal Date:** 06/15/2024.

**6.4 Policy Review** 06/2024.

**6.5 Promulgation Date:** 09/18/2024.

**6.6 Responsible Administrator:** Vice President for Human Resources & Legal Affairs