

POLICY

Barton Community College Individual Email Address Policy

Policy Statement

All Barton Community College employees and other affiliates who conduct institutional business (including students, and others employed by Barton Community College or otherwise conducting institution business) will:

- 1) Maintain and use only Barton Community College email accounts and not use any external/personal account to conduct the business of Barton Community College.
- 2) Enter and maintain an Barton Community College email account address (and not an external/personal account) in the Barton Community College Campus Directory (unless an exception exists and no directory entry is present).
- 3) Not auto-forward Barton Community College email to an external email account. (auto-forwarding between institution email accounts is permitted. auto-forwarding to external/personal accounts is not permitted, though manual forwarding of individual messages to an external account is generally permissible if in accord with all other applicable Barton Community College policies, standards, and procedures.)
- 4) Ensure that email is retained, sent to archives, or otherwise managed in accordance with the Barton Community College Records Retention Schedule.

Exceptions:

If email which would constitute institutional business (other than marketing or other ephemeral messages which may be deleted immediately) is received on a personal/external account, the affiliate may comply with this policy by forwarding a copy of the message to their Barton Community College account and notifying the sender to use the Barton Community College account in future.



Responsible Institutional Officer CIO

Responsible Office Information Services

Exceptions to this policy may only be authorized in writing by the President or their authorized delegate.

Purpose and Background

Barton Community College has obligations to ensure integrity and accessibility of records, and security of sensitive institutional information that may be sent or received via email. This policy advises affiliates of their obligations to use only their Barton Community College email account and not personal email accounts for institutional business and to manage the records resulting from that use in accordance with applicable policy, standards, and procedures.

Audience

Barton Community College Affiliates who conduct institutional business via email.

Compliance

Failure to comply with this policy may put Barton Community College information assets at risk and may have disciplinary consequences for employees, up to and including termination of employment.

Violation of this policy may also carry the risk of civil or criminal penalties.

Roles and Responsibilities

Supervisors: Make this policy available to team members and provide guidance on implementation.

IS Staff: Monitor implementation and provide assistance as requested.

Definitions

Auto-Forward: The act of forwarding email through the use of an automated forwarding mechanism. Once configured, these mechanisms forward email from one server to another without any user intervention and/or oversight.

External/Personal Email Account: An email account provided by an organization not affiliated with Barton Community College. This may be a personal Gmail, Yahoo, or other account, or may be provided by another organization (such as a professional organization, or another institution with which the user is also affiliated.)

Public Record: Any record created or received in conducting Barton Community College business, in whatever format, including but not limited to paper, photographs, recordings, emails or digital images, unless an exception applies under federal or state law.

Institution Email Account: Email account(s) provided by Barton Community College Information Technology Services for the purpose of transacting institutional business.

Document History

- Effective Date and title of Approver: January ?, 2018
- Revision and Review Dates, Change notes, title of Reviewer or Approver: