

faculty, staff and students who use the Indiana State University network and systems.

Statement of Policy

A. Privacy, Confidentiality and Public Records Considerations

Indiana State University will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems, but users are advised that these systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communication, ISU can assure neither the privacy of an individual user's use of the University's electronic mail resources nor the confidentiality of particular messages that may be created, transmitted, received, or stored on these.

In addition, Indiana law provides that communications of University personnel that are sent by electronic mail may constitute "correspondence" and, therefore, may be considered public records subject to public inspection under the Access to Public Records Act (IC 5-14-3-3).

B. Permissible Use of Electronic Mail

1. Authorized Users - Only ISU faculty, staff, and students and other persons who have received permission from the appropriate University authority are authorized users of the University's electronic mail systems and resources.
2. Purpose of Use - The use of any University resources for electronic mail must be related to University business, including academic pursuit. Incidental and occasional personal use of electronic mail may occur when such use does not generate a direct cost for the University. Any such incidental and occasional use of University electronic mail resources for personal purposes is subject to the provisions of this policy.

C. Prohibited Use of Electronic Mail

1. Prohibited Purposes
 - a. Personal use that creates a direct cost for the University is prohibited.
 - b. The University's electronic mail resources shall not be used for personal gain or for commercial purposes that are not directly related to University business.

D. Other Prohibited Uses - Other prohibited uses of electronic mail include, but are not limited to

- a. Sending copies of documents in violation of copyright laws.
- b. Inclusion of the work of others in electronic mail communications in violation of copyright laws.
- c. Capture and "opening" of electronic mail except as required in order for authorized employees to diagnose and correct delivery problems.
- d. Use of electronic mail to harass or intimidate others or to interfere with the ability of others to conduct University business.
- e. Use of electronic mail systems for any purpose restricted or prohibited by laws or regulations.
- f. "Spoofing": constructing an electronic mail communication so it appears to be from someone else.
- g. "Spam": mass sending of unsolicited electronic mail.
- h. Attempting unauthorized access to electronic mail or attempting to breach any security measures on any electronic mail system, or attempting to intercept any electronic mail transmissions without proper authorization.

E. University Access and Disclosure

1. General Provisions

- a. To the extent permitted by law, the University reserves the right to access and disclose the contents of faculty, staff, student, and other users electronic mail without the consent of the user. The University will do so when it believes it has a legitimate business need including, but not limited to, those listed in paragraph 3.D.3 (below), and only after explicit authorization is obtained from the appropriate University authority.
- b. Faculty, staff, and other non-student users are advised that the University's electronic mail systems should be treated like a shared filing system, with the expectation that communications sent or received on University business or with the use of University resources may be made available for review by any authorized University official for purposes related to University business.
- c. Electronic mail of students may constitute "education records" subject to the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).