

**3344-7-05 Acceptable use.**

- (A) CSU provides university e-mail services for activities and associated administrative functions supporting its mission of learning, discovery, and engagement. Although reasonable personal use of university e-mail by faculty and staff is permitted, university e-mail should be used primarily for university-related educational and administrative purposes. Any use of university e-mail that interferes with university activities and functions or violates rules of the Administrative Code or university policy shall be deemed an inappropriate use of university e-mail.
- (B) CSU assumes no responsibility for the loss or recovery of personal files or e-mails. Employees are advised that they may not have access to CSU e-mail when they are no longer employed with the university and, thus, could lose access to personal e-mail messages in CSU's e-mail system.
- (C) Rules and regulations that apply to other forms of communications at the university also apply to e-mail. In addition, the following specific actions and uses of university e-mail are improper:
  - (1) Concealment or misrepresentation of names or affiliations in e-mail messages.
  - (2) Alteration of source or destination address of e-mail messages.
  - (3) Use of e-mail for commercial or private business purposes.
  - (4) Use of e-mail to harass or threaten other individuals.
  - (5) Use of e-mail that violates copyright, libel, or defamation laws.

- (6) Use of e-mail that violates the code of student conduct or discrimination/harassment rules.

**Policy Name:** Acceptable use.  
**Policy Number:** 3344-7-05  
**Board Approved:** 5/20/2014  
**Effective:** 6/2/2014  
**Replaces:** N/A  
**Prior effective dates:** N/A