

[DONATE](#)

Information Technology Policy and Procedures

- [Acceptable Use Policy](#)
- [Acceptable Encryption Policy](#)
- [Data Center Access Policy](#)
- [Email Policy](#)
- [IT Audit Policy](#)
- [Lab Policies](#)

EMAIL POLICY

1. PURPOSE

Nicholls State University email services support the educational and administrative activities of the University and serve as a means of official communication by and between users and Nicholls State University. The purpose of this policy is to ensure that this critical service remains available and reliable, and is used for purposes appropriate to the University's mission.

2. SCOPE

This policy applies to anyone granted access to a Nicholls State University email account, including, but not limited to, employees, students, student employees, affiliates, contractors, emeriti, and retirees, and includes access to an individual or departmental account in the University email system.

3. POLICY

Nicholls State University provides electronic mail (email) services to faculty, staff and students, and to other affiliated classes of individuals, including alumni and official visitors. Use of Nicholls State University email services must be consistent with Nicholls State University's educational goals and comply with local, state and federal laws and university policies.

[DONATE](#)

Email services are available for faculty and staff to conduct and communicate University business. Incidental personal use of email is allowed with the understanding that the primary use be job-related, and that occasional use does not adversely impact work responsibilities or the performance of the network.

With the exception of Retirees, Email services are provided only while a user is employed by the University and once a user's electronic services are terminated employees may no longer access the contents of their mailboxes, nor should they export their mailbox to a personal account before departure. Retirees of Nicholls State University are granted lifetime access to Email Services at the discretion of University administration.

Faculty and staff email users are advised that electronic data (and communications using the University network for transmission or storage) may be reviewed and/or accessed by authorized University officials for purposes related to University business. Nicholls State University has the authority to access and inspect the contents of any equipment, files or email on its electronic systems.

Students

Email services are available for students to support learning and for communication by and between the University and themselves. The services are provided only while a student is enrolled in the University and once a student's electronic services are terminated, students may no longer access the contents of their mailboxes.

Student email users are advised that electronic data (and communications using the University network for transmission or storage) may be reviewed and/or accessed by authorized University officials. Nicholls State University has the authority to access and inspect the contents of any equipment, files or email on its electronic systems.

Alumni and Others

Individuals with special relationships with Nicholls State University, such as alumni or official visitors, who are neither employed nor enrolled at Nicholls State University, are granted limited email privileges, including an email address, commensurate with the nature of their special relationship. Nicholls State University is free to discontinue these privileges at any time.

DONATE

tem shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any Nicholls State University employee should report the matter to their supervisor immediately. Violation of Nicholls State University policies (including this one) may result in disciplinary action, up to and including termination. Examples of prohibited uses of email include:

- Intentional and unauthorized access to other people's email, including sharing of account passwords.
- Sending "spam", chain letters, or any other type of unauthorized widespread distribution of unsolicited mail;
- Use of email for commercial activities or personal gain (except as specifically authorized by University policy and in accord with University procedures);
- Use of email for partisan political or lobbying activities;
- Sending of messages that constitute violations of Nicholls **Code of Conduct**.
- Creation and use of a false or alias email address in order to impersonate another or send fraudulent communications.
- Use of email to transmit materials in a manner which violates copyright laws.
- Users are strictly required to delete spam, chain, and other junk email without forwarding.

3.2 Security and Privacy of Email

Nicholls State University attempts to provide secure, private and reliable email services by following sound information technology practices. However, Nicholls State University cannot guarantee the security, privacy or reliability of its email service. All email users, therefore, should exercise extreme caution in using Nicholls State University email to communicate confidential or sensitive matters.

4. MONITORING

Nicholls State University students and employees shall have no expectation of privacy in anything they store, send or receive on the company's email system. Nicholls State University may monitor messages without prior notice. Nicholls State University is not obliged to monitor email messages.

5. ENFORCEMENT

DONATE

may be subject to disciplinary action, up to and
ogy resources or termination of employment.

Students may be referred to Student Affairs for discipline. A violation of this policy by a temporary worker, contractor or vendor may result in action up to and including the termination of their contract or assignment with Nicholls State University.

LAST REVISED: 09.2019

APPLY**DONATE**

Follow Us

**1-877-NICHOLLS****CONTACT US****906 East 1st Street
Thibodaux, LA 70301**

DONATE

NICHOLLS EMAIL

- Moodle
- Banner
- Grades First
- Faculty & Staff Directory
- Employment

RESOURCES

- A-Z Index
- Non-Discrimination Policy
- Privacy Notice
- Title IX
- Campus Safety Statistics
- ADA Information
- Diversity & Inclusion
- Calendars

CAMPUS LINKS

- Library
- Emergency Preparedness
- IT Help Desk
- Nicholls Police
- Book Store
- Athletics
- Rec Center
- Housing

SIGN-UP FOR INSIDE NICHOLLS NEWSLETTER

Inside Nicholls State University is a weekly email newsletter that is distributed to the campus community communicating Nicholls News and Events.

SUBSCRIBE TODAY!



DONATE

University of Louisiana System