

# *San Diego Community College District*

Policy  
0550

October 14, 1998

## **ELECTRONIC MAIL (E-Mail)**

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### 1.0 DESCRIPTION

The District recognizes that principles of academic freedom and privacy of information hold important implications for electronic mail and electronic mail systems. This policy reflects these principles within the context of the District's legal and other obligations.

### 2.0 FUNCTIONS AND RESPONSIBILITIES

The District encourages the use of its electronic mail system and respects the privacy of users. The Email system shall be used for District business and only incidentally for personal use which does not violate District policies or restrictions. While the District does not routinely inspect, monitor, or disclose electronic mail without the Email Holder's consent, the confidentiality of any Email message cannot be guaranteed. Subject to the requirements for authorization and notification, the District may deny or revoke access to its electronic mail when required by and consistent with law, when there is a substantiated reason to believe that violations of District policy and procedures or law have taken place, or when required to meet time-dependent, critical operational needs. Except in emergency situations, inspection must be authorized in writing by the Chancellor or appointed designee. When appropriate, the District's legal counsel's advice should be sought.

The Chancellor shall: (1) establish procedures for using the District's Email system; and (2) appoint a district officer responsible for assuring compliance with the rules of this policy.

### 3.0 DEFINITIONS

1. Mail Holder. An Email user who is in possession of a particular Email record, regardless of whether that Email user is the original creator or a recipient of the content of the record.
2. Personal use. Electronic mail services may be used for incidental personal purposes provided such use does not (a) interfere with the operation of computing facilities or electronic mail services; (b) burden the District with noticeable costs or (c) interfere with the Email user's employment or other obligations to the District. Email records are considered to be official District records.
3. Substantiated Reason. Reliable evidence indicating that a violation of law or District policy or procedures has occurred.

### 4.0 RESTRICTIONS

Use of District Email shall not be for communications that:

1. Discriminate on the basis of race, creed, color, gender, religion, disability, sexual orientation;
2. Constitute sexual or other forms of harassment;
3. Infringe copyright law;

4. Breach security of unauthorized access;
5. Constitute political campaigning for or against any candidate for public office or any ballot proposition, or constitute lobbying any federal, state, or local official (elective or non-elective) with respect to any matter not involving official District business;
6. Promote personal or commercial business interests;
7. Violate District policy or state or federal law;

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Office of Primary Responsibility:  
Information Technology