

## **E-MAIL POLICIES & PROCEDURES**

### **Policies**

The Youngstown State University e-mail system is considered an official means of communication, and all students and employees are responsible for information sent to them via their *MyYSU* account. It is the policy of this institution that:

- all students, faculty, and staff have access to e-mail, and
- the university will send official communications via e-mail and electronic mailing lists

### **E-mail Accounts**

All students registered for classes at YSU are provided an e-mail account through their access to the portal. The University will use this e-mail account to send official communications to the student body. Student e-mail addresses will be recorded in the University's electronic directories and records.

It is expected that students and employees will check their *MyYSU* e-mail accounts and the portal. Faculty may require students to check their e-mail on a regular basis. Faculty may also require students to subscribe to university-provided electronic mailing lists or other lists related to their coursework.

### **Privacy Issues**

Respect the privacy of other users and their accounts. Attempts to log on to another user's account (whether secured or otherwise), remove or modify files, access protected files, or in any way alter another user's account are prohibited. Reference: Acceptable Use of University Technology Resources (Number 4-09).

### **Appropriate Use of E-mail**

E-mail is not appropriate for transmitting:

- sensitive or confidential information
- obscene material
- chain letters or "mail bombs"
- hoaxes, scams, false warnings, or
- mass mailings (without proper authorization); a *MyYSU targeted announcement message is recommended where appropriate*

All e-mail users agree to follow the policies and guidelines stated in the following documents:

Acceptable Use of University Technology Resources (Number 4-09).

The Code of Student Rights, Responsibilities, and Conduct

### **Legal Issues**

All use of e-mail will be consistent with local, state, and federal law, including laws against private use of state property, divulging confidential educational records, copyright infringement, fraud, slander, libel, harassment, and obscenity. Laws against obscene or harassing telephone calls apply to computers that are accessed by telephone.

### **Procedures**

#### **Information Technology Services**

Contact Tech Desk (ext. 1595) immediately if:

- You are bothered by uninvited e-mail and have asked the sender to cease yet the e-mail persists;
- You require specific instructions about or assistance with e-mail accounts.

Changes to this policy will be authorized by approval of the YES Advisory Committee. Questions or comments about this policy should be directed to Information Technology Services or the Tech Desk.

**Updated: July 27, 2018**