

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

EMPLOYEE E-MAIL

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POLICY 3510

ADOPTED: 07/19/2005

AMENDED: 12/20/2016

AMENDED: 01/24/2023

Introduction

The College recognizes that principles of academic freedom and shared governance, freedom of speech, and privacy of information hold important implications for electronic mail and electronic mail services. This Policy reflects these principles within the context of the College's legal and other obligations.

The College encourages the use of electronic mail. Nonetheless, users of the College's network and e-mail system have no expectation of privacy in use of the College network, internet and data access, or the e-mail system. All use of the College's network may be subject to the Freedom of Information Act. The College's technological environment, including both e-mail and general use of the College Network, is the property of the College. The College may at any time deny access to its electronic mail services and may inspect, monitor, or disclose electronic mail and all uses of the Triton College network either by remote scanning or physical inspection of a computer or associated items in the work space when reasonably necessary.

The College also reserves the right to scan for viruses and block e-mail that it believes may pose a threat to system integrity.

Official Means of Communication

The College considers e-mail an official institutional mode of communication. As an official mode of communication, the College sends communications to employees with the expectation that employees will read such e-mail in a timely manor. The primary and intended use of College e-mail is for College business.

Assignment of Employee E-Mail Accounts

A unique Triton College e-mail address will be created and assigned for all employees of Triton College. Triton College e-mail will be used for official College communication.

Expectations Regarding Employee Use of E-mail

It is the responsibility of the employee to access their e-mail account on a regular basis. If an employee does not have a dedicated computer, the College will make every reasonable effort to provide employees with access to a computer within their work area. This computer is to be used specifically for checking and responding to campus e-mail. Employees also have ability to access their e-mail from off campus using web e-mail or mobile devices. All users of Triton College e-mail are subject to the terms, conditions, and expectations of this Policy.

Employee Training

Triton will provide a training program through the Professional Development Center to ensure that employees have the skills necessary to access their e-mail accounts. Training will include functions as necessary for an employee to access their e-mail account, read and respond to their mail.

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Inappropriate E-Mail Use

Those who use College e-mail are expected to do so responsibly, and in compliance with state and federal laws, with this and other policies and procedures of the College, and with normal standards of professional and personal courtesy and conduct. The primary and intended use of College e-mail is for College business. A user may subscribe to newsletters, news groups or lists, providing they are within the scope of their job responsibilities.

Personal Use

Although not intended for personal use, the College e-mail system may be used for incidental personal purposes provided that such use does not directly or indirectly interfere with the College e-mail services, or interfere with user's obligations as an employee to the College. Personal use shall be limited to the appropriate time and place. Personal uses of College computers and the College network remain subject to such to monitoring and a right of access by Triton College.

Monitoring

The College reserves the right to monitor and review any triton.edu email and associated attachments at any time as permitted by state and federal law.

Privacy, Disclaimers and Retention Issues

The College cannot and does not wish to be the arbiter of the contents of electronic mail. This policy imposes no affirmative duty upon the College and will not be sufficient to establish notice of behavior deemed to be unacceptable under this policy. Employees remain solely responsible and personally liable for all actions taken during use of the College network and/or College e-mail. The College cannot prevent users from receiving electronic mail they may find offensive. Employees are required to exercise extreme caution in using e-mail to communicate confidential or sensitive information and should not assume that e-mail is private. Employee transmission of material that is offensive, sexually explicit, derogatory, defamatory, threatening, infringement upon any intellectual property, or that may be construed as harassment will not be tolerated.

There may be cases where the job responsibility of faculty and/or staff may dictate the need to include a disclaimer statement. Since disclaimer statements typically depend on various legal aspects and relate to the job function of the person sending the e-mail, all disclaimers are to be reviewed and approved by the College Administration prior to use and implementation.

Electronic Mail is backed up on a routine basis, but only to assure system integrity and reliability, not to provide for future retrieval of individual e-mail. For this reason, employees should not rely on e-mail as a means of official record retention. E-mail records should be transferred to hard copy, microfiche, or imaging systems that meet record retention requirements.

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Results of Unacceptable Use

Any Triton College employee using the e-mail system, College property, or the electronic network in a method not in compliance with the terms of the Policy may be subject to any of the following:

1. Loss of the privilege of access;
2. Disciplinary action;
3. Legal Action; and
4. Termination.