



Southern University Agricultural Land-Grant Campus E-mail Usage Policy

This document sets forth the electronic mail policy of the Southern University Agricultural Land-Grant Campus (SULGC). All personnel who use the SULGC's e-mail system are required to comply with this policy. If you have any questions or comments about this e-mail usage policy, please contact the Office of Technology Services.

All messages distributed via the SULGC's e-mail system, even personal e-mails, are sole property of the SULGC and are not the property of the employee or other personnel. If there is evidence that you are not adhering to the guidelines set out in this policy, the campus reserves the right to take disciplinary action, including termination and/or legal action. SULGC reserves the right to periodically inspect the contents and audit the use of e-mail access to ensure compliance with SULGC's policy. In addition, SULGC reserves the right to deactivate an authorized account when the user leaves or is no longer associated with the campus.

Duty of care:

- Users must take the same care in drafting an e-mail as they would for any other communication.
- Users are responsible for all activities originating from their account and for those utilizing their name or account ID. If a user has reason to believe that his/her user account or password has been compromised, the user should contact the Office of Technology Services.
- Select strong passwords with at least eight characters (capital and lower-case letters, symbols and numbers) without using personal information (e.g. birthdays.)
- The Campus requests that users of SULGC e-mail accounts (userID@suagcenter.com) frequently check their e-mail, notifying the Office of Technology Services of any problems with accounts.

It is strictly prohibited to:

- Send or forward e-mails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an e-mail of this nature, you must promptly notify your supervisor or the SULGC Office of Technology Services.
- Sign up for illegal, unreliable, disreputable or suspect websites and services.
- Send unauthorized marketing content or solicitation emails and/or send insulting or discriminatory messages and content.
- Intentionally spam other people's emails, including their coworkers.
- Forward a message or copy a message or attachment belonging to *another user* without acquiring permission from the originator first.
- Send unsolicited bulk mail messages including, without limitation, commercial advertising and information announcements (Louisiana Revised Statutes, Title 14 – Criminal Law, Section 73.6)¹.
- Forge or attempt to forge e-mail messages.
- Disguise or attempt to disguise your identity when sending mail.

E-mail Disclaimer:

All e-mail messages must be appended with the following disclaimer: "The contents of this communication may be confidential and privileged. Unless you are the addressee or authorized to receive this communication for the addressee, you may not use, copy or disclose to anyone this communication or any information contained in this communication. If you have received this communications in error, please advise the sender by return e-mail and delete this communication."

Policy Declaration:

I have read and agree to comply with the guidelines set out in this policy. I understand that failure to do so might result in disciplinary or legal action.

Email Account Holder

Date

¹ Offenses Against electronic mail service provider. <http://law.justia.com/codes/louisiana/2015/code-revisedstatutes/title-14/rs-14-73.6/> (2015)