

Use of E-mail

Purpose

Use of e-mail at Dyersburg State Community College (DSCC) should be consistent with the goals, purposes, and mission of the institution. Correspondence of a DSCC employee may be subject to public inspection under Tennessee Public Records Act. Since computers owned by DSCC are a public supported resource, anyone using the resource does not have a legal right to privacy.

Scope

This policy covers appropriate use of any e-mail sent from a DSCC e-mail address and applies to all DSCC employees and students.

Policy

Prohibited Uses

- The DSCC e-mail system shall not be used for any personal communications.
- The DSCC e-mail system shall not to be used for the creation or distribution of any disruptive, threatening, harassing, or offensive messages, including but not limited to offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Questions about the definitions of harassing, threatening, and inappropriate should be directed to the Director of Human Resources or the Dean of Student Services. Any form of harassment via e-mail, telephone or paging, whether through language, frequency, or size of messages is prohibited.
- DSCC employee signatures should contain only necessary contact information. Except for DSCC PR/Marketing-approved graphics and slogans, items not essential to a particular e-mail (e.g. quotes, graphics) are not allowed/permitted.
- The DSCC e-mail system must not be used for commercial purposes or personal profit, such as the advertisement of personal property for sale.
- Mail messages impersonating or representing someone else's account or removing the sender's account identification is unacceptable.
- Graphic files should be used sparingly only as needed for business or educational purposes.
- The DSCC e-mail system shall not be used for the unauthorized disclosure of personally identifiable information (PII) or other sensitive information.
- The content and distribution of any mail message composed and sent by DSCC faculty, staff or students must not violate any existing DSCC and TBR policies.

- Sending unsolicited e-mail messages, including the sending of “junk mail” or other advertising material to individuals who did not specifically request such material (e-mail spam).
- Creating or forwarding “chain letters”, “Ponzi” or other “pyramid” schemes of any type.

Employees who receive any e-mails with questionable or objectionable content from any DSCC employee should report the matter to their supervisor or the Vice President for Information Technology and Facilities Management immediately. Students who receive any e-mails with this content should report the matter to the Dean of Student Services.

Notification of Personal Events

- Any death notice of a DSCC employee or the death of an immediate family member of a DSCC employee should be sent to the Administrative Assistant to the President. This position will send a formal notice to the campus.
- Information about any significant illness or major surgery of a DSCC employee should be sent to the Administrative Assistant to the President. This position will send a formal notice to the campus. Information about a non-significant illness of an employee should be sent only to individuals that would have an interest.
- Information about births, weddings, and showers for employee’s families should be sent only to the Administrative Assistant to the President. This position will send a formal notice to the campus as deemed necessary.

Mass Communications

E-mail messages to broad distribution groups within the college are to be in compliance with the DSCC and TBR Mass Communications policies.

Monitoring

DSCC employees and students shall have no expectation of privacy in anything they store, send or receive on the institution’s e-mail system. DSCC may monitor messages without prior notice. DSCC is not obligated to monitor all e-mail messages, but will only monitor on an as-needed basis.

Archiving and Retention

DSCC utilizes an email archiving system (currently as of this writing, a Barracuda Message Archiver) to store a copy of all email communications in order to preserve email messages and related communications that are considered public records in compliance with T.C.A. § 10-7-301(6) (as well as TBR Policy 1.12.01.00). Individual users have access to only their own archival copies, but the system allows retrieval of any/all of these emails and records by HR, TBR Legal, Campus Police and other authorized individuals for legal discovery, records requests, and other TBR and/or DSCC official business purposes.

Compliance

All DSCC employees and students are expected to adhere to this policy. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment or suspension. Any student found to have violated this policy may be subject to disciplinary action, up to and including suspension.

Definitions

E-mail The electronic transmission of information through a mail protocol such as SMTP or IMAP. Typical e-mail clients include Microsoft Outlook, Apple Mail, and Gmail.

Forwarded e-mail E-mail resent from a DSCC e-mail account to another e-mail recipient.

Chain e-mail or letter E-mail sent to successive people. Typically, the body of the note has direction to send out multiple copies of the note and promises good luck or money if the direction is followed.

Sensitive information Information is considered sensitive if it can be damaging to DSCC or its constituents' reputation or market standing.

Unauthorized disclosure The intentional or unintentional revealing of restricted information to people, both internally or externally, who do not have a need to know that information.

Revision History

Policy revised 4/20/11 and approved by Admin Council on 04/29/2011.

Policy revised 7/27/12; approved by Administrative Council 07/27/2012.

Policy revised 4/18/2024. Policy approved by Administrative Council on 04/25/2024.

Policy revised July 2024. Policy approved by Administrative Council on 7/30/2024.

References:

TBR Policy 1.08.05.10 – Mass Communications

DSCC Policy 11:01:04:10 – Mass Communications