# Granite State College E-mail Acceptable Use Policy

Granite State College offers a wide array of computing, networking, and media services to students, faculty members, administrators, and staff members. These services are in place to facilitate teaching and learning and administrative activities to further the College's mission. By utilizing GSC e-mail services, clients agree to abide by, and be subject to, the terms and conditions of the "Granite State College Networking and Computing Acceptable Use Policy" as well as adhere to the "Appropriate Use of E-mail" documentation below. This allows us to provide high-quality services and maximize productivity while protecting the rights of all members of the community.

**Appropriate Use of E-mail**

Granite State College policy prohibits certain types of e-mail. These include mail that may be perceived as harassment, political campaigning, or commercial solicitation. Mass mailings and chain mail are also prohibited because they consume large amounts of system resources. Use of e-mail for private or personal business is not permitted. However, incidental personal use is permissible so long as: 1) it does not consume more than a trivial amount of resources; 2) it does not interfere with staff productivity; and 3) it does not preempt any business activity.

Clients shall not stalk others, post, transmit, or originate any unlawful, threatening, abusive, fraudulent, hateful, defamatory, obscene, or pornographic communication, or any communication where the message, or its transmission or distribution, would constitute or would encourage conduct that would constitute a criminal offense, give rise to civil liability, or violate any local, state, national, or international law.

It is not acceptable to use e-mail so as to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer worms and viruses, and unauthorized access to another person's mailbox. It is unacceptable to use the Global Address List or portions thereof as a source of addresses to create or augment an e-mail address listing, database, or directory. It is also not acceptable for an individual to use email to access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources or information.

Users of e-mail should remember that e-mail messages become the possession of the receiver and can be easily duplicated and redistributed by recipients. Messages that have been deleted can unintentionally be retained on system backup files. Malicious users who know the owner's computing ID and password can abuse e-mail. Users are responsible for protecting their own passwords.

Mailbox management is also an important aspect of acceptable use.

Access to e-mail services may be cut off, suspended, or modified at any time, without prior warning, if a pattern is detected that is not consistent with our usage policy. The

administrators of Exchange and CIS Unix e-mail resources reserve the right to report incidents of apparent unacceptable use to GSC Administrators on a case-by-case basis, but are under no obligation to do so. Certain types of e-mail, including but not limited to harassing e-mail, may also subject the sender to civil or criminal penalties.