



Felician University

Office of Information Technology
262 South Main St
Lodi, NJ 07644-2117

Email and Internet Policy

Every employee of Felician University is responsible for using the electronic mail (email) system properly and in accordance with this policy. Any questions about this policy should be addressed in writing to the AVP of Information Technology.

The email system is the property of Felician University. It has been provided by the University for use in conducting the University's business. All communications and information transmitted by, received from, or stored in this system are the records and property of Felician University. The email system is to be used for business of the University only. Use of the email system by employees for personal purposes is prohibited, such as advertising apartments for rent, tickets for sale, pets for adoption, etc.

Employees have no right of personal privacy in any matter stored in, created, received, or sent over the Felician University email system.

Felician University, in its discretion as owner of the email system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the email system, for *any* reason without the permission of any employee, and without notice.

Even if employees use a password to access the email system, the confidentiality of any message stored in, created, received, or sent from the Felician University email system still cannot be assured. Use of passwords or other security measures does not in any way diminish the University's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to Felician University, as email files may need to be accessed by the University in an employee's absence.

Employees should be aware that deletion of any email messages or files will not truly eliminate the messages from the system. All email messages are stored on a central back-up system in the normal course of data management. Assume that any email message you send may remain in the University's records forever.

Even though Felician University has the right to retrieve and read any email messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any email messages that are not sent to them. Any exception to this policy must receive the prior approval of the AVP of Information Technology.

Felician University's employment opportunity policy and its policies against sexual or other harassment apply fully to the email system, and any violation of those policies is grounds for discipline, up to and including discharge. Therefore, no email messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning sex, race, color, national origin, religion, sexual orientation, age, marital status, disabilities, status as a Vietnam-era or special disabled veteran, or any other classification protected by law.

The email system may not be used to solicit for any non-job related solicitations, or in any other way that violates the University's non-solicitation policy.

The email system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from the AVP of Information Technology. Employees, if uncertain about whether certain information is copyrighted, proprietary,



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or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult the AVP of Information Technology.

Although the University recognizes that the Internet may have useful applications to its business, employees may only engage in Internet use for a specific business purpose which requires such use. Absent such specific business purpose, employees may not access the Internet using the University's computer systems at any time or for any reason. "Surfing the Net" is not a legitimate business activity.

Also notice that browser based email such as Hotmail, Gmail, yahoo, msn, etc. should abide by this policy and can be tracked by user or computer.

Approval by the AVP of Information Technology is required before anyone can post any information on commercial on-line systems or the Internet. Any approved material that is posted should obtain all proper copyright and trademark notices. Absent prior approval from Felician University, to act as an official representative of the University, employees posting information must include a disclaimer in that information stating that "Views expressed by the author do not necessarily represent those of the University."

Users should routinely delete unnecessary emails and computer documents unrelated to work projects. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance and storage costs. All users have a storage quota assigned to their mailbox and if exceeded you will no longer be able to send mail until reduced.

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Emails are sometimes misdirected or forwarded, and may be viewed inadvertently by persons other than the intended recipient. Users should write email communications with no less care, judgment, and responsibility than they would use for letters or internal memoranda written on the University's letterhead.

Any employee who discovers misuse of the email system should immediately contact the AVP of Information Technology.

Violations of the Felician University email policy may result in disciplinary action up to and including dismissal.

The University reserves the right to modify this policy at any time, with or without notice.

Use of any aspect of the University's computer system constitutes consent by the user to all of the terms and conditions of this policy.

I HAVE READ AND AGREE TO THE FOLLOWING TERMS AND CONDITIONS

Employee Signature _____