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Confederation **COLLEGE** **COLLEGE PRACTICE**	Originator:	Computer Services
	Approved By:	College Planning Committee
	Replaces:	New
	Effective Date:	October 28, 2009

E- MAIL

Purpose
Confederation College uses e-mail as a primary method of communication. To protect its infrastructure investment and ensure the effective and efficient use of the College's information technology resources, the College regulates the use of its email services.

1   General
All College students, faculty and staff are assigned an e-mail user account while they maintain a relationship in good standing with the College. The following restrictions apply:

- User accounts are not to be shared; accounts are assigned solely for individual use.

- Individuals are expected to regularly sign into their College e-mail account to conduct College business and be informed of College events, news, policies, transactions and other information.

- The College e-mail account will be the primary point of contact for individual electronic communications by the College. Third party e-mail accounts can be used, but the College will default communications to the College assigned account.

- Staff e-mail can be addressed by the **First.LastName@confederationc.on.ca** or **useraccount@confederationc.on.ca** format. Outgoing staff e-mail will be addressed with the First.LastName format.

- E-mail content must conform to the College's Acceptable Use of Information Technology Resources Policy (7-1-01).

- When staff leave their employment at the College they may petition to have their e-mail account maintained, and be identified as a College *Associate.*

2   E-mail Distribution Lists
Computer Services creates *E-mail distribution lists* of e-mail addresses of individuals belonging to a specific group. Users request a College e-mail distribution list by contacting the Helpdesk. Requests will be fulfilled for any list that has a College business purpose. The following restrictions also apply:

- Each e-mail distribution list is assigned a staff member who has the responsibility of keeping the list current.

- The College *All Users* distribution list contains the e-mail address of all e-mail accounts of College faculty and staff except for College Associates. The All Users list is intended for use in College wide emergencies, to distribute security bulletins, to announce disruptions to

network or server service, and for other important Senior Team information. Other College-wide announcements are to be posted via the College Intranet website.

- The ability to post e-mail to All Users is limited to the President, Vice Presidents, the Director of Communications and Computer Services Helpdesk.

3   E-mail Resources

Computer Services uses a variety of industry-standard methods to ensure continuity of data in the event of equipment failure and to tune system response time. In addition, users are responsible for managing their data as outlined below:

- E-mail messages must be limited in size, particularly when addressed to large audiences. Attachments should be in PDF format or should refer to links to files on College servers.

- Users must purge e-mail boxes of older data either by deleting obsolete messages or archiving messages to offline media, such as CD or DVD.