

Title: Comprehensive Guide to Email Usage and Policy
Review Date: November 22, 2011
Issuing Authority: Chief Information Security Officer

PURPOSE

This guideline is to be used to assist Temple University email users as to what is allowed and not allowed when using an @temple.edu email account. This guideline discusses typical usage situations and refers to University policy to provide guidance.

All Temple University Computer Usage policy is set by the Vice President for Computer and Information Services. The Chief Information Security Officer is responsible for enforcing Computer Usage policy.

Usage Guidelines

Usage	Policy
Your email account may be used for personal use but must not interfere with Temple business or network resources and should only be used prior to or after work hours, during your break time or lunch time.	<i>Section 14.10, Internet Usage and Computer Games, Temple University Employee Manual</i>
You may not use your email account or other Temple University Resources for commercial purposes or to conduct non-Temple business.	<i>Section 6, Temple University Computer Usage Policy</i>
You may not use your email account to send out unauthorized advertising or to send spam.	<i>Section 6, Temple University Computer Usage Policy. Section 11, Temple University Computer Usage Policy.</i>
Do not send email considered discriminatory or harassing in nature. Please be aware of all University conduct and anti-harassment policies, as sending email that violates any of these policies is strictly prohibited.	<i>Section 14.9, Voice and E-Mail, Temple University Employee Manual. Section 11, Temple University Computer Usage Policy</i>

Usage Guidelines (Continued)

Usage	Policy
<p>Do not consider email as secure when sending confidential or sensitive information. Email may be intercepted and read by others unless additional security protections are used during transit. While most internal email sent between Temple accounts are protected, email messages sent to accounts outside of the University or those that are sent internally and are subsequently forwarded to an outside email account may be intercepted and read by unintended recipients.</p>	<p><i>Section 14.9, Voice and E-Mail, Temple University Employee Manual. Section 15, Temple University Computer Usage Policy</i></p>
<p>Do not save or store confidential or extremely personal email in your account. Storing social security numbers or other protected data is strictly prohibited unless authorized by the VP for Computer and Information Services.</p>	<p><i>Section 15, Temple University Computer Usage Policy. Section II, Social Security Number Usage Procedure</i></p>
<p>Temple University regards your privacy and aims to protect it through practices and procedures. As a matter of course, we will not look at your <i>personal</i> email without your permission, unless directed to do so through law enforcement legal requests or through reasons clearly stated through policy.</p>	<p><i>Section 14.9, Voice and E-Mail, Temple University Employee Manual. Section 14.6, Workplace Surveillance and Searches, Temple University Employee Manual. Section 11, Temple University Computer Usage Policy</i></p>
<p>Do not send email to distribution lists which you are not authorized to use. Do not send extremely large emails or messages that can consume network resources to the point of slowing down the operation of Temple's network infrastructure. All emails sent to large distribution lists should take place after normal business hours.</p>	<p><i>Section 12, Temple University Computer Usage Policy.</i></p>

Usage Guidelines (Continued)

Usage	Policy
<p>Do not use your email account to violate federal, state, or local laws. Do not send trademarked, copyrighted, intellectual property, or legally protected material for which you do not have permission to distribute. Do not send illegal material such as illegal software, child pornography, phishing scams, or spam.</p>	<p><i>Section 12, Temple University Computer Usage Policy. Section 14, Temple University Computer Usage Policy. Section 14.9 Voice and E-Mail, Temple University Employee Manual</i></p>
<p>Do not distribute malicious software, including but not limited to, viruses, hoaxes, spyware.</p>	<p><i>Section 12, Temple University Computer Usage Policy</i></p>
<p>Do not share your email account with anyone. Do not give out the password that would allow access to your email account. Do not access anyone else email account other than your own.</p>	<p><i>Section 4, Temple University Computer Usage Policy. Section 8, Temple University Computer Usage Policy</i></p>
<p>You may not access another individual's email account or former employee's email account without receiving their written permission. If an employee leaves the University and you are unable to obtain written permission, access will only be allowed for business purposes and will only be granted by sending a formal request to the Chief Information Security Officer who will seek advice from general council and the president's office and will seek authorization from the VP for Computer and Information Services.</p>	<p><i>Section 5, Temple University Computer Usage Policy.</i></p>