



Acceptable Use of Email

POLICY STATEMENT

Email is a critical mechanism for communications at Nevada State University (NS). Use of Nevada State University's electronic mail systems and services are a privilege and therefore must be used with respect and in accordance with the goals of the institution.

REASON FOR POLICY

The purpose of this policy is to outline appropriate and inappropriate use of NS's email systems and services in order to minimize disruptions to services and activities, as well as comply with applicable policies and laws.

PROCEDURES

Account Activation/Termination

Email access at NS is controlled through individual accounts and passwords. It is the responsibility of the employee to protect the confidentiality of their account and password information.

All employees of NS are provided an email account that is centrally managed by Information & Technology Services (ITS). Email accounts will be granted to third party non-employees on a case-by-case basis. Possible non-employees that may be eligible for access include:

- Consultants
- Contractors
- Individuals working on behalf of NS
- NS groups, clubs/organizations, programs, or departments

Email access will be terminated when the employee or third party terminates their association with NS, unless other arrangements are made. Information & Technology Services is under no obligation to store or forward the contents of an individual's email inbox/outbox after the term of their employment has ceased.

General Expectations of End Users

Important official communications are often delivered via email. As a result, employees of Nevada State University are expected to check their email in a consistent and timely manner so that they are aware of important university announcements and updates, as well as for fulfilling business and role-oriented tasks.

Email users are responsible for mailbox management, including organization and cleaning. If a user subscribes to a mailing list, he or she must be aware of how to remove him or herself from the list and is responsible for doing so in the event that their current email address changes.

Email users are also expected to comply with normal standards of professional and personal courtesy and conduct.

Appropriate Use

Individuals at NS are encouraged to use email to further the goals and objectives of the institution. The types of activities that are encouraged include:

- Communicating with fellow employees, students, partners of the institution, and contacts within the context of an individual's assigned responsibilities.
- Acquiring or sharing information necessary or related to academic enrichment or the performance of an individual's assigned responsibilities.
- Participating in educational or professional development activities.

Inappropriate Use

NS's email systems and services are not to be used for purposes that could be reasonably expected to cause excessive strain on systems. Individual email use will not interfere with others' use of NS's email system and services. Email use at NS will comply with all applicable laws and university policies.

The following activities are deemed inappropriate uses of NS email systems and are prohibited:

- Use of email for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading of computer viruses).
- Use of email in any way that violates university policies, rules, or administrative orders.
- Viewing, copying, altering, or deletion of email accounts or files belonging to NS or another individual without authorized permission.
- Sending of unreasonably large email attachments. The total size of an individual email message sent (including attachment) should be 25mb or less.
- Opening email attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
- Sharing email account passwords with another person or attempting to obtain another person's email account password. Email accounts are only to be used by the registered user.
- Excessive personal use of NS email resources. NS allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with staff productivity, pre-empt any business activity, present a conflict of interest, or consume more than a trivial amount of resources. NS prohibits personal use of its email systems and services for unsolicited mass mailings, non-university related activity, dissemination of chain letters, and use by non-employees.

Monitoring and Confidentiality

The email systems and services used at NS are owned by the university and are therefore its property. This gives NS the right to monitor any and all email traffic passing through its email system. While the university does not actively read end-user email, email messages may be inadvertently read by the technical staff during troubleshooting issues involving the email system. In addition, backup copies of email messages may exist, despite end-user deletion, in

compliance with NS's data backup and retention policies. The goals of these backup and archiving procedures are to ensure system reliability and prevent business data loss.

If Information & Technology Services discovers or has good reason to suspect activities that do not comply with applicable laws or this policy, email records may be retrieved and used to document the activity in accordance with due process. All reasonable efforts will be made to notify an employee if his or her email records are to be reviewed. Notification may not be possible, however, if the employee cannot be contacted, as in the case of employee absence due to vacation.

Use extreme caution when communicating confidential or sensitive information via email. Keep in mind that all email messages sent outside of NS become the property of the receiver and could potentially be considered public record. Demonstrate particular care when using the "Reply to All" command during email correspondence.

Reporting Misuse

Any allegations of misuse should be promptly reported to Information & Technology Services. If an offensive, threatening, or fraudulent email is received, do not forward, delete, or reply to the message. Instead, report it directly to ITS.

CONTACTS

SUBJECT	CONTACT	PHONE	EMAIL
Primary Contact(s)	Brian Chongtai	702-992-2410	brian.chongtai@nevadastate.edu

DEFINITIONS

RELATED INFORMATION

HISTORY

Revised 8/5/24