

Kentucky Wesleyan College

Policy & Procedure Manual

Email Policy

Approval: Vice President for Academic Affairs

Policy Type: College

Policy Owner: Senior Director Information Technology Services

Responsible Office: Information Technology Services

Revision History

Approval Date: April 29, 2013

Modified: January 21, 2014, March 7, 2014, July 28, 2014, August 29, 2014, Jan. 28, 2021

Next Review: June 2023

1. Related Policies

Information Technology Appropriate Use
Intellectual Property ~ Ownership & Use
Information Technology Security

2. Purpose

This policy establishes guidelines for the use of the KWC email system.

3. Scope

This policy applies to all KWC students, staff, and faculty, and to guest users who have been granted a KWC email account. Information Technology Services (ITS) is responsible for administering the College's Office 365 email system. The use of College Email accounts is a privilege extended to advance the teaching and learning, research, service, and administrative work that constitute the College's mission. Use of the account must follow the guidelines in the College's Computer Use Policy.

4. Policy

4.1. KWC maintains an email system for employees and students for educational and business purposes.

4.2. Prohibitions

- 4.2.1. To harass, intimidate, or otherwise annoy another person or persons.
- 4.2.2. To distribute chain letters.
- 4.2.3. KWC email accounts may not be used for private gain.

4.3. Campus-wide Distribution Lists

4.3.1. ITS provides three campus-wide distribution lists to support the teaching, learning, business, and community life needs of three campus constituencies: students, staff, and faculty.

4.3.2. Limited Distribution to Students

4.3.2.1. In order to keep reasonable the amount of email traffic that students must peruse in order to stay informed concerning important issues, permission to distribute directly to students@kwc.edu is limited as follows:

4.3.2.1.1. Cabinet Officers and one designee per Officer may distribute directly to students@kwc.edu to facilitate time sensitive information broadly.

4.3.2.1.2. The Vice President for Student Affairs may delegate authority to distribute directly to students@kwc.edu.

4.3.2.1.3. Student organizations/groups recognized by the Vice President for Student Services may distribute information to students@kwc.edu.

4.3.3. Normal Distribution

4.3.3.1. Most announcements, deadlines, reminders, etc., should be distributed by means of the [Daily Bulletin on PantherNet](#) or specifically targeted Outlook contact group lists which you create and maintain yourself. See [“Help Desk” in PantherNet](#) for instructions and assistance.

4.3.3.2. Appropriate Use

4.3.3.2.1. KWC campus-wide distribution lists are to be used only for “official” communications.

4.3.3.2.2. Student, Staff, and Faculty lists shall be used only when the target audience consists of all or nearly all members of the list. For example, sending the registration schedule to all students or faculty, or holiday information to all staff and faculty. Communications intended for students of a particular major, faculty in a particular division, or staff working in a particular building should be distributed by means of other, narrower email lists.

4.3.3.3. Prohibited Use

4.3.3.3.1. KWC email may not be used to send emails of a personal nature (e.g., items for sale, donation solicitations) to “all campus” address lists.

No KWC distribution list may be used for the following:

4.3.3.3.1.1. To harass, intimidate, or otherwise annoy another

person or persons. 4.3.3.3.1.2. To distribute chain letters.

4.3.3.3.1.3. For socializing, personal comments, etc. Individual addresses should be used for personal messages.

4.4. Privacy

4.4.1. While it is neither the College’s policy nor its intent to actively monitor account holders’ email accounts, there is no reasonable expectation of privacy in the use of institutional email. The College reserves the right to monitor and access email messages.

4.5. Account Deactivation

4.5.1. When employment ends, the employee’s email account will be deactivated, except for Full-time KWC faculty who may be allowed to keep their KWC email accounts for up to one year. Full-time faculty and staff who retire and are granted emeriti status may retain their KWC email accounts. Emeriti accounts must be renewed annually by contacting the Director of Human Resources.

4.5.2. Kentucky Wesleyan provides email accounts as a privilege extended to advance the teaching and learning, research, service, and administrative work that constitute the College’s mission. Kentucky Wesleyan reserves the right to limit, restrict, or discontinue any email account at any time.
