# College of Saint Mary Student Email Use Policy

**1.0 Purpose**
College of Saint Mary's (CSM) intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to CSM's established culture of openness, trust and integrity. CSM is committed to protecting our community from illegal or damaging actions by individuals, either knowingly or unknowingly.

Because Email services are provided to Administration, Faculty, Staff and Students in support of the College of Saint Mary's mission, only CSM Administration, Faculty, Staff, and Students are allowed to use the CSM Email system.  Furthermore, it is the purpose of this policy to ensure adequate availability of Email services for all users.

**2.0 Scope**
This policy covers appropriate use of any email sent from a CSM email address and applies to all students.

**3.0 Policy**
**3.1 Prohibited Use.** The CSM email system shall not to be used for the creation or distribution of any disruptive, pornographic or offensive messages, including offensive comments about race, gender, disabilities, age, sexual orientation, religious beliefs and practice, political beliefs, or national origin. Students who receive any emails with this content from any CSM student or employee should report the matter to the Information Services department immediately.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use of the Email system.

1. Introduction of malicious programs into the network or server.
2. The use of the Email system shall not result in financial gain for the student.
3. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
4. Unauthorized use, or forging, of email header information.
5. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
6. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.

**3.2 Monitoring**
CSM students shall have no expectation of privacy in anything they store, send or receive on the CSM email system. College of Saint Mary may monitor messages without prior notice with approval from the President. CSM is not obliged to monitor email messages.

**3.3 Retention**
Email accounts will remain active up to 30 days following separation, or graduation from College of Saint Mary.

**3.4 Storage Limits**
It is the student's responsibility to check her CSM Email account on a regular basis.  It is also the student's responsibility to regularly maintain her mailbox size and stay below the mailbox limit of 30 MB. Exceeding this soft storage limit will result in an inability to send messages from the account.  A warning is provided to the student prior to reaching this mailbox limit.  A hard limit will be placed at 100 MB. Exceeding this hard limit will result in an inability to send or receive messages using this account.

**3.5 Use of Distribution Lists**

Various Email groups have been established that allow for easy communications to large groups of Email users.  Students shall not be permitted to contact such groups.

**3.6 Passwords**
It is the student's responsibility to protect her password.  If a password is forgotten or a student believes that the account may have been compromised, she may contact the IT Department to have the password changed.  The student must supply proof of identity before a password will be changed.  The proof of identity may be a photo ID supplied in person, or if over the telephone, information such as the student's Power Campus ID, birth date, etc, may be required before the password is reset.  The student may also change her password while logged onto a network PC.  See a member of the IT Department for assistance.

**3.7 Communication**
This policy and any revisions thereof will be communicated to all new students in an Email upon creation of the user's account.  Additionally, at the beginning of each semester, an Email will be sent to all students accounts.

**4.0 Enforcement**
Any student found to have violated this policy may be subject to disciplinary action, up to and including revocation of CSM Email rights.

**5.0 Definitions**

| Term | Definition |
| --- | --- |
| Email | The electronic transmission of information through a mail protocol such as SMTP, MAPI, IMAP, etc. Typical email clients include Microsoft Outlook. |
| Forwarded email | Email resent from an internal network to an outside point. |
| Chain email or letter | Email sent to successive people.  Typically the body of the note has direction to send out multiple copies of the note and promises good luck or money if the direction is followed. |

**6.0 Revision History**