



Policy Title:	Acceptable Use-Internal and Internet Email
Service Area:	
Policy Number:	
Policy Form(s) (if applicable):	
Performance Standards Reference:	
Head Start Act 2007 Reference:	
Minimum Standards (if applicable):	
Revision Date:	
Policy Council Approval Date:	
Advisory Committee Approval Date:	

Policy:

As part of EHS commitment to the utilization of technology, employees have access to internal and Internet e-mail. In order to ensure compliance with copyright law, avoid various liability problems, and protect us from being victimized by the threat of viruses or other methods of damage to our computer systems, the following procedures must be followed by employees making use of e-mail:

1. E-mail is a permanent, binding, and admissible in courts as paper communications. External e-mail sent from a UTRGV assigned email address travels as an electronic stationery and as such, is the same as if it were sent on company letterhead. Therefore, e-mail is subject to the same company rules as any other type of correspondence.
2. Financial and other confidential information should be carefully sent using e-mail.
3. Sending harassing, obscene, and/or threatening e-mails is illegal and absolutely prohibited.
4. Employees shall not send junk mail, "for-profit" messages, or chain letters.
5. Employees shall not send or receive sexually oriented messages or images.
6. Employees shall not send confidential EHS grant information to unauthorized parties.
7. Employees shall not send e-mail under another person's name or address.
8. Other users' e-mail messages should not be read, forwarded, deleted, or modified without permission.
9. Employee medical, personal, or financial information must never be divulged.
10. Personal messages are allowed but should be limited in volume and must be in strict compliance with the other terms of this policy.