

ELECTRONIC MAIL (E-MAIL)

PURPOSE

The purpose of this policy is to establish a standardized, system-wide approach to managing the protection of information and Information Technology Resources to support core business needs and the provision of continuity and privacy at Westfield State Uni

and establish accountability for violations of this policy. This policy is intended to protect the

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subscribers mail addresses to be reached through a single (list) name. (i.e., departmental list, FACSTAFF, UniCom).

Westfield State University's e-mail system: Hall system is a communication resource to enhance and facilitate the academic and administrative operations of the University. This includes any originating e-

others and includes the security designed to help prevent these incidents. When conducting business as part of your employment at the university, you must utilize your university email address (ending in @westfield.ma.edu) to ensure proper identity and compliance.

II. USAGE

- A. 7 K H 8 Q L Y -mail system is the official method of communication for the University. Only mailboxes with westfield.ma.edu suffixes are supported. Anyone who utilizes another e-mail system, or forwards e-mail from their university account to another account does so at their own risk and is responsible for ensuring they are in receipt of all intended communications.
- B. 7 K H 8 Q L Y -mail system is intended to support the academic and administrative mission of the University. Users are expected to demonstrate a sense of responsibility in utilizing the email system to include maintaining professional etiquette in all e-mail communications.

Usage of the university e-mail system is also in accordance with the Social Media and Communication and the Distribution List guidelines.

III. RETENTION

Users are responsible for preserving their email in accordance with the Massachusetts Statewide Records Retention Schedule.

[MA Statewide Records Schedule dec18.pdf \(mma.org\)](#)

UNACCEPTABLE USES

It is unacceptable to use the University e-mail system as follows:

- for personal or private profit;
- In any way that violates University policy;
- In any way that violates local, state, or federal law;
- to send or receive, either across the University e-mail system or the Internet, any copyrighted materials, trade secrets, proprietary financial information, peer review committee reports and activities, or similar materials, or any information where exposure of that information to outside parties would have an

Westfield State University

Policy concerning

Section Administrative

Number 0550

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APPROVED: December 2013

REVIEWED: **February 2022**

for communications regarding political advertising, chain-letters, jokes, derogatory or inflammatory statements, and/or idle gossip.

ENFORCEMENT

Access to the e-mail system is a privilege and any misuse of the e-mail system may result in withdrawal of access to the system and disciplinary action up to and including termination. This policy will be reviewed annually by the Chief Information Security Officer.