

Electronic Mail ("email") Policy & Procedure

Background and Scope:

LIM College has developed the Electronic Mail ("email") Policy and Procedure to ensure proper use of the LIM College email system and make authorized users aware of what LIM College deems as acceptable and unacceptable use.

The College reserves the right to amend this policy at its discretion with or without notice. In case of revisions to the policy, LIM College will make efforts to inform users of changes. The most current policy can be found on the LIM College Website, under "**Policy and Procedures**".

Policy and User Responsibilities:

Email is a primary communication tool among College students and users are obliged to use this tool in a responsible, effective and lawful manner. Although by its nature email seems to be less formal than other written communication, the use of LIM College's email system is subject to this and other applicable computer use policies. All messages received or sent via the College's email system are considered LIM College Property.

The following is a non-exclusive list of prohibited use of LIM College email resources. In a constantly changing world of information technology, it is impossible to enumerate all non-acceptable uses of LIM College computers, information systems, networks by any person(s) if and when use appears to be inconsistent with this policy, other computer use policies, the mission of the College, or any applicable law, state or local law.

Prohibited uses:

Sending and/or forwarding emails with any slanderous, defamatory, offensive, racist or obscene remarks including any email communication that would violate other LIM College policies, such as those prohibiting harassment or bullying;



CONFIDENTIAL INFORMATION:

Confidential messages such as student financial information or social security numbers should never be sent via email.