



## 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 and email. LIM College reserves the right to prohibit any use of its computing facilities by any person(s) if and when such use appears to be inconsistent with this policy, other computer use policies, the mission of the College, or any applicable federal, 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;
- Transmitting, copying, creating or storing obscene material;
- Any attempt to access an email account belonging to another user, whether through the email system, desktop, mobile device or any other method;
- Sharing of any username, ID and/or password or otherwise granting access to College email resources to any other person;
  - This includes "**Phishing attacks**" – an email requesting any form of confidential information, i.e. username, password, date of birth, address, etc.
  - This also includes using the username, ID and/or password of another user.
- Intentional introduction of any virus, malware, worm, or other similar type of program or file into any College email resources or computing facilities;
- Forwarding of chain letters, junk mail, and spam emails. Forward all spam emails you receive on College email to: [spam@limcollege.edu](mailto:spam@limcollege.edu)
- Sending and/or forwarding emails to any LIM College distribution groups, i.e.: student, graduate student, faculty and staff

Violation of this policy by a student may result in disciplinary action.



## **CONFIDENTIAL INFORMATION:**

Confidential messages such as student financial information or social security numbers should never be sent via email. If you are in doubt or have questions whether to send certain information via email, contact the LIM IT Help Desk.

## **PASSWORDS:**

Passwords are to be kept confidential at all times. Sharing or passing along any LIM College system usernames and/or passwords is **strictly prohibited**. **No LIM College employee or Technology Staff members will ask for a password via email.** If you are asked for your password by email, assume this is an **attempted Phishing attack**. Immediately notify the Help Desk or anyone in the Information Technology Department.

The use of passwords to gain access to computer system or to secure specific files or email does not provide the user with an expectation of privacy in the respective system or document.

Passwords will be a minimum of 7 characters long, complex, changed every 180 days (6 months). Warning emails to change your password will be sent at least fourteen (14) days prior to password expiring. i.e.: Maurice1996; L!m1939; Yankees1903.

## **EMAIL RETENTION:**

All student, staff, and faculty emails are subject to an email retention purging policy and procedure. The email mailbox retention policy can be found in LIM College's Footprints ticketing system via knowledge base number "8856". It is highly encouraged that all users maintain good email habits of storing important emails in personal folders within their Inbox. Emails not stored in folders will be subject to the retention purging policy and procedure. Warning message will be sent to any user exceeding his/her applicable email limit.

## **VIRUSES:**

Local, wireless, and remote users of LIM College email system must have in place and use appropriate antivirus software. Users detected sending messages or attachments with viruses will have their email account suspended until further notice by the Information Technology Department. It is the responsibility of students to have proper means of virus protection on their personal and home computers if accessing the LIM College email system whether by sending or receiving emails through the College system. Please contact the IT Help Desk for any questions regarding viruses and the use of anti-virus software.

## **LIM COLLEGE SYSTEM PROPERTY:**

Users of email services through LIM College systems, and LIM College email expressly waive any right of privacy in anything created, stored, sent or received on LIM College computer systems and servers. LIM College reserves the right to monitor emails without prior notification.

IT Department senior staff and administrators will investigate alleged violations of this policy in order to ensure compliance. The IT Department may restrict individuals from the use of LIM College email, computers and networks where violations of this policy or federal, state, or local laws is suspected and/or found. Violations of this policy by a student may result in disciplinary action.

## **QUESTIONS:**

If you have any questions or comments about this Email policy, please contact the Information Technology Department: [itsupport@limcollege.edu](mailto:itsupport@limcollege.edu), extension 390, or 646-218-2190.