

## Email policy

Neosho County Community College (NCCC) provides electronic mail for use by students, faculty, staff, and others affiliated with NCCC. NCCC encourages the appropriate use of email to further its mission and goals NCCC also permits incidental personal use provided that such use does not interfere with NCCC operations, or does not negatively impact the user's job performance.

NCCC email may not be used for commercial purposes, for personal financial gain, to distribute chain mail, or to support outside organizations not otherwise authorized to use College facilities. Individuals who wish to use NCCC email in support of external organizations (charities, for example) must secure written or email approval of the Chief Information Officer (CIO). The CIO ordinarily will approve such use only when it furthers NCCC's mission and goals.

The College supports a climate of trust and respect and does not ordinarily read, monitor, or screen electronic mail. However, complete confidentiality or privacy of email cannot be guaranteed. Confidentiality cannot be guaranteed because of the nature of the medium, the need for authorized staff to maintain email systems, and the College's accountability as a public institution. The CIO or his designee may authorize access to employee or student email in a number of circumstances including, but not limited to, situations involving the health or safety of people or property; possible violations of College and Board of Regents codes of conduct, regulations, or policies; possible violations of state or federal laws; subpoenas and court orders; other legal responsibilities or obligations of the College; or the need to locate information required for College business.

The College routinely uses email for both formal and informal communication, including emergency messages, with faculty, staff and students. Faculty, staff, and students are required to utilize a College-provided account during their enrollment or employment at the College. These addresses are used for College business and official College communications. All faculty and students, and all staff who have access to email, are expected to check their email regularly for College communications. Official College communications include, but are not limited to, enrollment information, grade reports, financial statements and other financial information, library overdue notices, and policy announcements.

NCCC email may be used to survey students, faculty, and staff. Requests to conduct surveys through email should be directed to the Office of the CIO. Because use of broadcast email places stress on the email system, it is College policy to use the broadcast function very sparingly. In addition to the business communications cited above, it is used for messages from the President's Office, the CIO's Office, or other offices about mission-related matters or issues of broad interest to the College community, and for emergency messages dealing with power outages, closings, or other public safety matters. Public events sponsored by NCCC units or registered student and campus organizations may be posted on the electronic NCCC calendar by submitting a request to [webhelp@neosho.edu](mailto:webhelp@neosho.edu).

NCCC email may **NOT** be used to distribute confidential data. Confidential data is personal or corporate information that may be considered potentially damaging if released and is only accessible to specific groups [e.g. payroll, HR, etc.]. Confidential data includes, but is not limited to, social security numbers, contact information, tax forms, accounting data, security procedures [and other data as applicable]. The College considers it a top priority to protect the privacy of our clients and employees and as such this policy precludes anyone from utilizing the college email system to distribute confidential information.

NCCC email accounts remain the property of the College. The College routinely disables accounts after termination of employment.

**CONSEQUENCES:**

Violation of this policy may result in the full range of sanctions, including the loss of computer or network access privileges, disciplinary action, suspension, termination of employment, dismissal from the College, and legal action. Some violations may constitute criminal offenses under local, state, and federal laws. If appropriate, the college will carry out its responsibility to report such violations to the appropriate authorities. Employment actions should be handled by the appropriate department with the advice and guidance of Human Resources. Student disciplinary actions should be handled by the appropriate department in collaboration with the Dean of Student Development.

**Recourse/Appeals:**

If there is disagreement with an employment action or student disciplinary action made under this policy, appeals must be directed through existing College appeal procedures established for employees and students.