E-Mail Procedure

Introduction
Texas A&M University-Kingsville (TAMUK) provides many computing and network resources for use by students, faculty, staff and other persons associated with the University. Members of the University community are required to use electronic mail (E-Mail) to facilitate the exchange of useful information. TAMUK E-Mail is an official form of communication between the university faculty, staff and students. It is the responsibility of faculty, staff and students to check their university email. Under the provisions of the Information Resources Management Act, these information resources are strategic assets of the State of Texas that must be managed as valuable state resources.

Purpose
The purpose this procedure is to establish the rules for the use of University E-Mail for the sending, receiving, or storing of electronic mail.

Audience
This procedure applies to individuals granted access privileges to any TAMUK Information Resource with the capacity to send, receive, or store electronic mail.

E-Mail Procedure
1. The following activities are prohibited by procedure:
   a. Sending E-Mail that is intimidating, demeaning, or harassing.
   b. Using E-Mail for commercial or personal financial gain.
   c. Using E-Mail for political purposes such as but not limited to lobbying or campaigning.
   d. Violating copyright laws by inappropriately distributing protected works.
   e. Posing as anyone other than oneself when sending E-Mail, except when authorized to send messages for another when serving in an administrative support role.
   f. The use of unauthorized E-Mail software.
2. The following activities are prohibited because they impede the functioning of network communications and the efficient operations of electronic mail systems:
   a. Sending or forwarding chain letters.
   b. Sending messages to large groups except as required to conduct agency business. The limit for a large group is 100 users from a personal account.
   c. E-mails from systems such as Blackboard, Talisma, Epsilen, Luminis, Blackboard Connect, etc. are exempt from this limitation.
   d. Sending messages larger than 10 mega bytes in size. Users requiring transfer of large file may use the Accellion Secure FTP appliance.
   e. Sending or forwarding E-Mail that is likely to contain computer viruses.
3. Users are expected to read, and shall be presumed to have received and read, all official TAMUK E-Mail messages sent to their TAMUK E-Mail Accounts.
4. Confidential or sensitive TAMUK material must be encrypted. Accellion Secure FTP or PGP encryption software will be used for this purpose.
5. All user activity on TAMUK Information Resources assets is subject to logging, review, and disclosure.
6. Electronic mail users must not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of TAMUK or any unit of the University unless appropriately authorized to do so. Where appropriate, an explicit disclaimer will be included unless it is clear from the context that the author is not representing the University. An example of a simple disclaimer is: "the opinions expressed are my own, and not necessarily those of my employer."

7. University E-Mail for occasional personal use is acceptable provided it does not interfere with official business/operations.

8. Violations of this procedure must be reported to the Information Security Officer.

E-Mail Backup
University E-Mail backup procedures are currently only setup to recover E-Mail due to E-Mail server hardware or software failure. It is the responsibility of each individual to back up their important E-Mail data. From time to time, a specific user or group of users may be required to retain all E-Mail to and from specific individuals as a result of pending litigation. In addition, E-Mail to and from specific parties may be requested as part of a Freedom of Information Act request received by the University. In either of these cases, the affected users will receive specific instructions from the University’s Public Information Officer.

Disciplinary Actions
Violation of this procedure may result in disciplinary action up to and including termination for employees and temporaries; a termination of employment relations in the case of contractors or consultants; dismissal for interns and volunteers; or suspension or expulsion in the case of a student. Additionally, individuals are subject to loss of TAMUK Information Resources access privileges, civil, and criminal prosecution.

References
1. Copyright Act of 1976
2. Computer Fraud and Abuse Act of 1986
4. DIR Practices for Protecting Information Resources Assets
5. DIR Standards Review and Recommendations Publications
7. The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
8. IRM Act, 2054.075(b)
9. The State of Texas Information Act
10. The State of Texas Penal Code, Chapters 33 and 33A
11. Texas Administrative Code, Chapter 202
12. Texas A&M University-Kingsville Procedure 29.01.03.K1.010
13. Texas A&M University-Kingsville Procedure 29.01.04.K1.010
14. Texas Government Code, Section 441