**29.01.99.K1.060 Email Procedure**



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**Procedure Statement**

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 email to facilitate the exchange of useful information. TAMUK Email is an official form of communication between the university faculty, staff, and students, and they retain the responsibility of checking 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.

**Reason for Procedure**

The purpose of this procedure is to establish the rules for the use of University email for the sending, receiving, or storing of email. This procedure applies to individuals granted access privileges to any TAMUK Information Resource with the capacity to send, receive, or store email.

**Procedures and Responsibilities**

1. The following activities are prohibited by this procedure:
	1. Sending email that is intimidating, demeaning, or harassing.
	2. Using email for commercial or personal financial gain.
	3. Using email for political purposes such as but not limited to lobbying or campaigning.
	4. Violating copyright laws by inappropriately distributing protected works.
	5. Posing as anyone other than oneself when sending email, except when authorized to send messages for another when serving in an administrative support role.
	6. The use of unauthorized email software.
2. The following activities are prohibited because they impede the functioning of network communications and the efficient operations of email systems:
	1. Sending or forwarding chain letters.
	2. Sending messages to more than 100 recipients from a personal account except as required to conduct university business.
		1. Emails from systems such as Banner, Blackboard, Talisma, Luminis, Blackboard Connect, and Starfish are exempt from this limitation.
	3. Sending messages larger than 10 megabytes in size. Users requiring transfer of large files may use the Accellion Secure File Transfer appliance.
	4. Sending or forwarding email that is likely to contain computer viruses.
3. TAMUK email is an official communication channel for University business. Users are expected to read, and shall be presumed to have received and read, all official TAMUK email messages sent to their TAMUK email account.
4. Confidential or sensitive TAMUK material must be protected from unauthorized disclosure or release. Confidential or sensitive information must be encrypted. Accellion Secure File Transfer or encryption software will be used for this purpose.
	1. iTech has implemented ProofPoint to prevent sending of Social Security Numbers and other Personally Identifiable Information.
5. All user activity on TAMUK Information Resources assets is subject to logging, review, and disclosure. There should be no expectation of privacy.
6. A specific user may be required to retain all email to and from specific individuals as a result of pending litigation. In addition, email 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 Office of Compliance.
7. TAMUK’s email system is Microsoft Office 365, which maintains backups and redundancy in the United States. Microsoft’s backups are for Disaster Recovery purposes only. These do not provide the ability to recover items deleted more than 30 days prior.
8. Departmental shared email mailbox may be requested through a HelpDesk ticket.
9. Email 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."
10. University Email for occasional personal use is acceptable provided it does not interfere with official business/operations.
11. Violations of this procedure must be reported to the Information Security Officer.

**Related Statutes, Policies, Rules or Requirements**

* [Information Resources Management Act](http://www.statutes.legis.state.tx.us/SOTWDocs/GV/htm/GV.2054.htm)

**Disciplinary Actions**

Violation of this procedure may result in disciplinary action up to and including termination for employees and temporaries; a termination of business 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.

**Appendix**

* Copyright Act of 1976
* Computer Fraud and Abuse Act of 1986
* [Computer Security Act of 1987](https://www.csp.noaa.gov/policies/csa-1987.htm)
* [Foreign Corrupt Practices Act of 1977](https://www.justice.gov/criminal-fraud/foreign-corrupt-practices-act)
* [IRM Act, 2054.075(b)](http://www.statutes.legis.state.tx.us/SOTWDocs/GV/htm/GV.2054.htm)
* [The State of Texas Information Act](http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.552.htm)
* [The State of Texas Penal Code, Chapters 33 and 33A](http://www.statutes.legis.state.tx.us/Docs/PE/htm/PE.33A.htm)
* [Texas Administrative Code, Chapter 202](http://texreg.sos.state.tx.us/public/readtac%24ext.ViewTAC?tac_view=5&ti=1&pt=10&ch=202&sch=C&rl=Y)
* Texas A&M University-Kingsville Procedure 29.01.03.K1.010
* Texas A&M University-Kingsville Procedure 29.01.04.K1.010
* [Texas Government Code, Section 441](http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.441.htm)

**Contact Office**

For More Information, Contact: iTech

MSC, 700 University Blvd., Kingsville, TX 78363-8202

Contact Phone: 361-593-2404