



WCC Email Policy

Wytheville Community College (WCC) participates in a range of computing networks. Many members of the college community including Faculty, Staff, and Students use electronic mail (email) in their day-to-day activities. E-mail services for Faculty & Staff are provided on WCC-owned computing and networking systems to further the college's mission of research, instruction, and public service. These services may also be provided on personal mobile devices (PMDs) configured to access WCC systems. Email services are also considered a conditional employee benefit and may be utilized for personal messages subject to the limitations set forth in these and other applicable policies, and to the extent that personal usage does not interfere with assigned responsibilities. Use of email should be consistent with this mission and this policy.

Acceptable use of WCC's electronic communications environment is based on common sense, common decency, and civility.

Communications in this medium are protected by the same laws and policies, and are subject to the same limitations, as communications in other media. Users should, however, exercise extreme caution when committing confidential information to electronic media because the confidentiality of such material cannot be guaranteed. For example, e-mail messages can be saved indefinitely on the receiving computer. Copies can easily be made and forwarded to others either electronically or on paper. Messages sent to nonexistent or incorrect user names are delivered to a person designated as Postmaster for either the remote or local site. Routine maintenance or system administration of a computer may result in the contents of files and communications being seen (network and system administrators are, however, expected to treat the contents of electronic files as private and confidential).

Under the Virginia Freedom of Information Act (FOIA), electronic files are considered the same as paper files. Any official WCC documents (as defined by law) in the files of employees of the Commonwealth of Virginia are considered public documents, and may be subject to inspection through FOIA unless exempted by law. In such cases, the campus Freedom of Information Officer should inspect files to determine which portions may be exempt from disclosure. Any inspection of electronic files and any action based upon such inspection will be governed by all applicable U. S. and Virginia laws and by WCC policies.

Access to the information technology (IT) environment in general and electronic mail in particular, at WCC is a privilege and must be treated as such by all users of these systems. Like any other college facility, abuse of these privileges can be a matter of legal action or official disciplinary procedures. Depending on the seriousness of an offense, violation of the policy can result in penalties ranging from written warning, to loss of access, to referral to appropriate WCC and/or VCCS authorities for disciplinary action. In a case where unacceptable use severely impacts performance or security, in order to sustain reasonable performance and secure services for the rest of the user community, WCC's IT team will immediately suspend an individual's access privileges and may take additional actions to remediate any problems caused.

Unacceptable Use of WCC Email

Unacceptable uses include, but are not limited to, the following:

- Using email for any purpose that violates federal or state laws.
- Using email for commercial purposes.
- Communicating personally identifiable information (PII) across unencrypted channels.
- Misrepresenting your identity or affiliation in email communications.
- Sending patently harassing, intimidating, abusive, or offensive material to or about others.
- Intercepting, disrupting, or altering electronic communications.
- Using someone else's identity and password.
- Causing congestion on the network by propagating chain letters or broadcasting inappropriate messages to lists or individuals.
- Assigning a priority of "high" to a mass mailing.
- Attaching large files to a mass mailing.

Users should seek supervisor approval on all questionable emails regarding their acceptable use before transmitting.

WCC Email Settings

WCC's email settings are designed to provide users with the email services needed to accomplish their duties as they apply to the College's mission.

- Individual mailboxes have a finite size limitation and will not accept new, incoming messages once the limit is reached unless actions are taken by the individual to remove items from the mailbox.
- Users are strongly encouraged to email links to files accessible on or off of WCC's network instead of attaching files to emails. Attachment sizes are limited to 10MB. Users that need to send or receive files above these limits should contact WCC's IT team to identify alternative methods of file transmission.
- Access to send to college-wide distribution lists (used for mass mailings) will be restricted. Users desiring to send a mass mailing will need to follow appropriate approval steps before contacting WCC's IT team to request access. Mass mailings sent to fifty or more users need to have a) Vice President of Instruction & Student Services (or designee) approval for distribution to students (only required if students are outside of the sender's academic area of responsibility) and/or b) Vice President Finance and Administration (or designee) approval for distribution to employees (only required if the distribution is to include employees outside of the sender's area of responsibility).
- Users wishing to access WCC email resources on PMDs must agree to the rules set forth in the WCC Personal Mobile Device Policy.