



33447-05 Acceptable use.

- (A) CSU provides university email services for activities and associated administrative functions supporting its mission of learning, discovery, and engagement. Although reasonable personal use of university email by faculty and staff is permitted, university email should be used primarily for university-related educational and administrative purposes. Any use of university email that interferes with university activities and functions or violates rules of the Administrative Code or university policy shall be deemed an inappropriate use of university email.
- (B) CSU assumes no responsibility for the loss or recovery of personal files or emails. Employees are advised that they may not have access to CSU email when they are no longer employed with the university and, thus, could lose access to personal email messages in CSU's email system.
- (C) Rules and regulations that apply to other forms of communications at the university also apply to email. In addition, the following specific actions and uses of university email are improper:
  - (1) Concealment or misrepresentation of names or affiliations in e-mail messages.
  - (2) Alteration of source or destination address of email messages.
  - (3) Use of email for commercial or private business purposes.
  - (4) Use of email to harass or threaten other individuals.
  - (5) Use of email that violates copyright, libel, or defamation laws.



- (6) Use of email that violates the code of student conduct or discrimination/harassment rules

Policy Name: Acceptable use.

Policy Number: 33447-05

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