


PROCEDURE

Subject:	Email Usage	Number: 2.60.02
Source:	Vice President, Planning and Institutional Effectiveness	Reference (Rule #) 6HX14-2.60
President's Approval/Date:	 4/10/18	

PURPOSE: This procedure defines the controls around the usage of email to ensure that sensitive data is not disclosed to unauthorized parties.

SCOPE: This policy applies to:

- Users, systems, and locations;
- Employees, contractors, service providers;
- Applies to all facilities; and
- Students

POLICY STATEMENT: State College of Florida (SCF) provided E-mail is to be used primarily for college business purposes. All users must follow the organization principles regarding resource usage and exercise good judgment in using the email using the following guidelines:

- a) SCF employee email is primarily to be used to conduct college business.
- b) Other e-mail accounts are not to be used to conduct SCF business.
- c) Any email sent or received from a SCF e-mail account is property of SCF and may be considered public record pursuant to Florida Sunshine Law.
- d) Email may not contain derogatory or inflammatory language; including disrespectful references to gender, race, religion, political view, or sexual orientation regardless of context. Any form of harassment will not be tolerated. Violations by staff are subject to immediate termination. Violations by students are subject to disciplinary action in accordance with the Student Code of Conduct.
- e) SCF e-mail is not to be used for posting on message boards or for any other internet services or non-management approved sites.

- f) Mass e-mailing (spamming) for non-SCF business purposes from your SCF email account is prohibited.
- g) E-mailing chain letters or similar material is prohibited.
- h) Incidental personal use of SCF e-mail is acceptable so long as it does not interfere with employees' assigned duties.
- i) Sensitive information should not be emailed without appropriate security protocols. Examples of sensitive data include passwords, social security numbers, credit card account numbers, and financial information. See also the [SCF Data Classification Guidelines](#) for more examples and information.
- j) Do not open e-mail attachments unless it is something that you are expecting and from a known sender. If you are suspicious about the attachment contact the Information Technology Help Desk at (941) 752-5357.

NONCOMPLIANCE: Any employee/contractor found to have violated this procedure may be subject to disciplinary action, up to and including termination of employment. Service providers found to have violated this procedure may be subject to financial penalties, legal action, and including termination of contract.

Any student found to have violated this procedure may be subject to disciplinary action in accordance with the Student Code of Conduct.