

EMAIL ACCOUNT POLICY

POLICY No.:	315-004
SCOPE:	All Faculty, Staff and Administrators
APPROVAL:	Senior Management Team
DATE OF ORIGINAL POLICY:	October 2008
LAST UPDATED:	January 2015
SCHEDULED REVISION DATE:	October 2017
CONTACT:	Director, Computer Services

1 Purpose

NSCAD University email is an important communication tool for individuals within the organization. Computer Services maintains an email service for approved use by University staff and faculty.

2 Policy

Any faculty or staff with continuing appointments may make a request to Computer Services to have an email account set up for them. All requests for an email account must be made using the form provided on the Computer Services web page. The request must be signed by the Chair of the Division or the Dean for faculty, the Department Head for staff or the Director of Human Resources for either faculty or staff.

Email accounts will follow a naming convention using first initial and last name. For example, Joe Brown would be jbrown@nscad.ca. Should that convention create a conflict (two names the same) the next alternate will be first initial, middle initial and last name. Finally a variation of the convention could be approved by the Director, Computer Services.

All email accounts are property of the University. Please refer to the Acceptable Use – Computing Resources Policy for information on privacy and access by authorized employees of NSCAD University.

When an employee leaves NSCAD University, the account could be handled in several different ways.

1. The account could be terminated and removed from service completely
2. At the discretion of the individual's supervisor and the Director, Human Resources,, the account password could be changed and the account monitored for traffic that might be relevant to University operations
3. In special cases the account password could be changed and the account turned over to the employee's successor
4. Other arrangements as determined and approved by Senior Administration

Employees using NSCAD University email accounts are required to follow the "Usage Guidelines" below. In addition, use of University email is subject to all other official policies and guidelines including but not limited to the Acceptable Use – Computing Resources Policy, the Enterprise Password Policy and the Social Media Policy.

3 Usage Guidelines

Email is an official means of communication for employees of NSCAD University. As such use of a University email account implies that an individual represents NSCAD University. Therefore the following guidelines apply:

- Please maintain separation between your personal email account(s) and your NSCAD University account. Your University account is for official use.
- Under no circumstances should the private information of students, other employees or other individuals be disclosed in a NSCAD University email. Please see the Nova Scotia Freedom of

Information and Protection of Privacy Act (FOIPOP, copy provided on Computer Services web page).

- Be respectful, professional and courteous. Email is official correspondence and may be monitored by authorized University employees or accessed by third parties under the Freedom of Information legislature.
- Think before you send. It is not possible to take back an email, so avoid emotional reactions and temper the dialogue appropriately.
- Remember that there can be serious, legal implications if statements in an email might be interpreted as bullying, harassment, slander, stalking or threatening.
- You are responsible for your words.

4 Questions

Any questions regarding this policy should be directed to the Computer Services department or the Office of University Relations.