

Policy Name:	Email Account Policy		
Policy No:	6.8	Approval Authority:	Senior Management Team
Volume	6, Computer Services	Responsible Executive:	Director, Computer Services
Chapter	8, Email Account	Responsible Office:	Computer Services
Originally issued:	October 2008	Revisions:	January 2015; March 2019

Policy Statement

All Faculty, Staff, Students and Administrators of NSCAD University will have an email account setup and assigned to them. All users with active email accounts must follow the directives and usage guidelines in this policy.

Reason for Policy

NSCAD University email is an important communication tool for all individuals within the organization. Computer Services maintains an email service for approved use by all Faculty, Staff, Students and Administrators.

Policy Applies to

- University managed email accounts

Who Should Read this Policy?

- All Faculty, Staff, Students and Administrators

Contacts

Please direct any question on policy meaning or application to the Director, Computer Services, 902-444-7203 or computer@nscad.ca.

Definitions

Employees: All Faculty, Staff, and Administrators

The Policy

1. Assigned email accounts for employees and students begin when they first arrive in their roles at NSCAD University.
2. In order to expedite the assignment of credentials for new employees, under the guidance and approval of the Director, Computer Services, accounts for employees are assigned by the Office of Human Resources. Ideally, the account details are entered in to the system at the time of the new employee's entry into the Enterprise System.
3. In order to expedite the assignment of credentials for new students, under the guidance and approval of the Director, Computer Services, accounts for students are assigned by the Office of Admissions and Recruitment, or the Office of the Registrar. Ideally, the account details are entered in to the system at the time of the new student's entry into the Enterprise System.
4. Any difficulties with system assigned and delivered credentials can be referred to the Director, Computer Services, who will work with the reporting department member to resolve the issue for their constituents.
5. 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.
6. When students leave NSCAD University, the email account may be closed at the discretion of the Registrar in coordination with the Director, Computer Services. The Director, Computer Services may act unilaterally if the account becomes a resource or security issue.
7. When employees leave NSCAD University, their email account is closed. 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. The Director, Computer Services may act unilaterally if the account becomes a resource or security issue.
8. 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.

Usage Guidelines

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

1. Please maintain separation between personal email account(s) and NSCAD University account. University accounts are for official use.
2. 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).
3. 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.
4. Think before sending. It is not possible to take back an email, so avoid emotional reactions and temper the dialogue appropriately.
5. Remember that there can be serious, legal implications if statements in an email are interpreted as bullying, harassment, slander, stalking or threatening.

Forms and Tools:

N/A

Email Account Policy: <https://nscad.ca.site-nscad/media/nscad/6.8EmailAccountPolicy.pdf>