

## Use of Campus EMail

|                       |                             |
|-----------------------|-----------------------------|
| Policy Number:        | IT 01-003                   |
| Policy Administrator: | Chief Information Officer   |
| Policy Initiator:     | Chief Information Officer   |
| Authority:            |                             |
| Effective Date:       | November 1, 1996            |
| Revised Date:         | February 11, 2016           |
| Approved:             | President Thomas A. Cropper |
| Approval Signature:   | /s/                         |

### Purpose

privilege granted to students, faculty, and staff. Cal Maritime email is to be used to enhance teaching, learning, and scholarly research; to support academic experiences; and to facilitate the business and administrative process of Cal Maritime.

### Scope

All Cal Maritime students, faculty, and staff are responsible for adhering to the policy.

### Accountability:

It is the responsibility of the Chief Information Officer to administer the policy and ensure compliance of the policy.

### Policy:

- A. Campus email use

C. 8 V H R I & D O 0 D U L W L P H ¶ V Q D P H R U V \ P E I  
e-mail is strictly prohibited for

1. Non Cal Maritime commercial activities
2. Personal or political gain
3. Private or otherwise unrelated Cal Maritime business or fundraising
4. 8 Q D X W K R U L J H G X V H R I & D O 0 D U L W L P H ¶ V Q D P H R U V \ P E I
5. As a vehicle for academic cheating or plagiarism in any form
6. Harassment of individuals, groups, or organizations (California State Penal Code Section 653m). It is a violation of this policy to use electronic means to harass, indirect reference.
7. Defamation or slander of other person, groups, or organizations.

D. Monitoring

It is the policy of Cal Maritime not to monitor individual usage of any general information technology resources. However, Cal Maritime reserves the right to monitor and record the usage of all L Q I R U P D W L R Q W H F I T Q A S C A S I O N t o b e l i e v e t h a t e d w i t e s are taking place that are contrary to this policy and/or state and federal law regulations and as necessary to evaluate and maintain system efficiency. Cal Maritime has the right to use information gained in this way in CSU disciplinary policies and procedures, private civil action, and criminal charges. Infractions of the e-mail policy may lead W R O R V V R I D F F H V V W R & D O 0 D technology resources,

E. Acceptable Use

Please see the Information Technology Acceptable Use Policy (AF003). It is the responsibility of all users of Cal Maritime information technology resources to report Y L R O D W L R Q V R I - n a D p o l i c y . A U v i o l a t i o n s o f t h i s p o l i c y should be reported to the Chief Information Officer

F. Technical Architecture

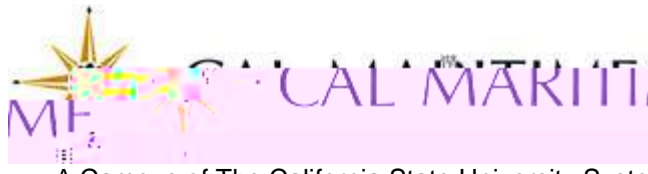
See policy on Access to Computer Resources (208.1) for definition on controlling access to resources. The Information Technology department will implement software and hardware to monitor access and the use of & D O 0 D U L W L P H ¶ V Q D P H R U V \ P E I . Information Technology will implement tools and reports as necessary to assist in this task.

G. Documentation Requirements

All access requests and signed [Electronic Mail Usage Agreement](#) (please see attachment), A will be maintained and kept by the Information Technology Department. Violations of this policy will be documented and recorded by the Information Technology Department.

H. References

Information Technology Acceptable Use Policy AF003  
Access to Computer Resources Policy 208.1



## Computer & Electronic Mail Usage Agreement

The computers & email system is to provide a setting and opportunity for members of the academic community to express and explore ideas openly, respectfully, and freely, and to develop the skills of intellectual inquiry.

Use of the computers & email system is a privilege granted to faculty, staff and students of the California Maritime Academy. All actions relating to these resources must be in accordance with applicable national and international laws and in accordance with policies of the California Maritime Academy, the California State University System and the State of California.

Users may not transmit unsolicited information that contains obscene, threatening or discriminatory material to another individual, mailing list, news group or to any public folders.

CMA email is for business use only. Minimal personal use is permitted, but must be limited and secondary in intended use of the email system. Annde31(M)6(f) 1.

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Signature

\_\_\_\_\_  
Date

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Faculty      Staff

\_\_\_\_\_  
Employee ID

\_\_\_\_\_  
Department/Title