



Use of Campus E-Mail

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:

Access to the California State University Maritime Academy's (Cal Maritime) e-mail system is a privilege granted to students, faculty, and staff. Cal Maritime's e-mail 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 e-mail must be used in accordance with Cal Maritime's *Information Technology Acceptable Use Policy (AF 07-003)*, and use must adhere to current Cal Maritime e-mail procedures. Access to the campus e-mail must be properly authorized, managed, and monitored. See policy on *Access to Computer Resources (208.1)*.
- B. The following behaviors and activities are expressly prohibited:
 1. Altering electronic communications to hide one's identity or to impersonate another individual.
 2. Initiating or forwarding "chain letters," junk mail, or inappropriate jokes/stories.
 3. Sending unsolicited advertisements.
 4. Sending messages to large numbers of users without authorization; authorization can only be given by a member of the President's Cabinet.
 5. The sending of a massive amount of e-mail to a specific person or system, also known as "mail bombing".

- C. Use of Cal Maritime's 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. Unauthorized use of Cal Maritime's name or symbols.
 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 information technology resources' if it has reason to believe that activities 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/or criminal charges. Infractions of the e-mail policy may lead to loss of access to Cal Maritime's information technology resources,

E. Acceptable Use

Please see the *Information Technology Acceptable Use Policy (AF 07-003)*. It is the responsibility of all users of Cal Maritime's information technology resources to report violations of Cal Maritime's e-mail policy. All violations of this policy 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 Cal Maritime's e-mail system. 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 Agreements*](#), (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 AF 07-003
Access to Computer Resources Policy 208.1



A Campus of The California State University System

Computer & Electronic Mail Usage Agreement

The purpose of CMA's 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 to all intended uses of the email system. Any unauthorized access including unsuccessful logon attempts, use, tampering, alteration, destruction, or theft of these resources is strictly prohibited.

Any violation of copyright, patent, or license agreements is strictly prohibited. Any individual in the CMA community who does not comply with this policy will be treated with disciplinary action up to and including dismissal and/or legal prosecution.

CMA maintains the ability to monitor any computer activity made on its own network. Users should not assume that information stored on or transmitted through computers are confidential or that access by the Academy or its designated representative will not occur.

I, _____, (please print) agree to adhere to the above policies in exchange for receiving a logon identification for access to the California Maritime Academy's computers and email system.

Signature

Date

Faculty Staff

Department/Title

Employee ID