	Number **6005**	Title **Responsible Use of College Email**		
Selkirk College **Policies and Procedures**	Replaces	NEW		
	Effective	February 17, 2011	Next review :	February 17, 2016
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee	February 17, 2011	
VP College Services/CFO	Director, Human Resources	Recommended/Approved by Education Council	N/A	
		Approved by President	February 24, 2011	

1. PURPOSE

This policy elaborates the guidelines to be followed to ensure proper and responsible conduct in the use of email in adherence with the laws and policies that govern intellectual freedom, use of intellectual property, harassment and privacy.

2. SCOPE / LIMITS

This policy applies to all employees.

3. PRINCIPLES

Selkirk College makes electronic mail (email) available to its employees to facilitate communication across the College. Employees are expected to use this resource responsibly and ethically and to respect the rights of others at all times.

4. PROCEDURE

Users, specifically,

(1) must not use email to create, store or send obscene, hateful or harassing messages and material (refer to Policy 6010: Human Rights, Harassment and Discrimination for details as to what constitutes harassment);

(2) must not use their account to solicit or proselytize for commercial ventures, religious or political causes, outside organizations or other non-job-related solicitations;

(3) must respect the right of others not to receive communications which they find offensive;

(4) are expected to use common sense and observe basic rules of etiquette;

(5) must not use the "all-employee" listserve to communicate with staff. This function is under the sole guidance of the college's Communications Coordinator and all employees must proceed through the Marketing Ticket system to fulfil their request for an all-employee email. In order for the Communications Coordinator to agree to send the request to the "all employees" listserv, the message must clearly be of interest to the entire College community. Examples of inappropriate use of this list serve include: to sell personal effects, to request a ride, to carry on a public debate.

(6) may make judicious use of campus-specific listserves (e.g. Silver King campus employees@selkirk.ca or Castlegar campus employees@selkirk.ca), remembering that some employees see such public discourse as an unwanted intrusion.

Removing email and files that are not needed from the College email system is important because the space on the College email server is limited. Employees should regularly clean up their College email

accounts by deleting emails and attachments that are not needed and archiving those items to be referred to in the future but not in day-to-day work. Multimedia files take up a large amount of server space and should be kept only if required for work. Where possible, documents and multimedia files should be saved on a personal storage device and not kept on the server.

5. LEGAL PROCEDURES

Employees should be aware that information sent via the electronic mail system may be used in legal proceedings. Email messages are considered written communications and are potentially the subject of subpoena in litigation. Selkirk College may inspect the contents of electronic mail messages in the course of an investigation, will respond to the legal process and will fulfill any legal obligations to third parties. All messages whether they are deleted from an individual's email or not, are retained on the server for an indefinite period of time.

6. OTHER RELEVANT POLICIES

6000 Employee Code of Conduct and Conflict of Interest
6010 Human Rights, Harassment and Discrimination