

**ADM 409**  
**Security Policy #9**

Electronic Mail Policy

Users are reminded that all usage of McPherson College's information technology resources, including electronic mail is subject to all College policies, including the Information Technology policy.

The College encourages the use of electronic mail and respects the privacy of the users. The College does not wish to inspect or monitor electronic mail on a routine basis. However, electronic mail and data stored on the College's network and computers can be accessed by the College for various reasons. These reasons include, but are not limited to:

- Troubleshooting hardware and software problems.
- Preventing unauthorized access to College resources
- System misuse
- Investigating reports of a violation of College policy
- Investigating reports of a violation of local, state or federal law
- Complying with legal request for information
- Rerouting or disposing of undeliverable electronic mail

The extent of the College's access will be limited to what is reasonably necessary to acquire the information needed.

There is NO expectation of privacy or confidentiality of documents and messages stored on College-owned equipment. Users of electronic mail should be aware that electronic mail, in its present form, cannot be secured and is vulnerable to unauthorized access and/or modification by third parties.

College electronic mail services may be used for incidental personal purposes, provided such use does not interfere with the College's operation of information technologies, burden the College with incremental costs, interfere with any user's access to information technologies, or interfere with any user's obligations to the College.

Persons in violation of this policy are subject to the full range of sanctions, including the loss of computer and network access privileges without notification, disciplinary action, dismissal from the College, and legal action. Some violations may constitute criminal offenses, as outlined in Kansas statutes and other local, state and federal laws; the College will carry out its responsibility to report such violations to the appropriate authorities.