Alfaisal University

Email Use Policy

Introduction
Scope
Electronic mail (email) is a primary means of communication both within Alfaisal University and externally. It allows quick and efficient conduct of business, but if used carelessly or illegally, it carries the risk of harm to the University and members of its community.
Purpose
The purpose of this policy is to describe the permitted uses of University email. This policy is not meant to supersede or replace, but should be read together with, other University policies. Compliance with this Policy helps the University to achieve two goals:

- Improve the successful delivery of University communications to all faculty, staff and students, and
- Reduce the risk of University data classified as Legally Restricted or Confidential going through email systems that are not managed by the University.

Policy and procedure
Who Must Follow This Policy?
This policy applies to, but is not limited to, University faculty and visiting faculty, physicians, staff, students, contractors, volunteers, and guests who are provided email services managed by or for Alfaisal University.
Use of Email Accounts
- **Workforce**

Email services are primarily intended to allow faculty and staff to conduct University business. Personal use of email is allowed, provided that personal use (a) does not materially interfere with performance of work responsibilities, (b) does not interfere with the performance of the University networks and (c) is otherwise in compliance with this and other University policies. Even the most careful user will occasionally send an email to unintended recipients. Users have no control over the forwarding or alteration of emails once they are sent.
- **Students**

The University currently provides email services to all students. Student use of email is subject to the student conduct codes, as well as this policy, and other University's policies.

- **Official Email Address**

Students and University workforce members will be assigned an Official Email Address, which will include a mailbox assigned to the Official University email systems.

The Official University Email Address is the address from which, and to which, University business-related email is to be sent and received. The Official Email Address will be used for all University Email correspondence lists, for populating lists for classes, and for the official online directory.

Official communications from University Offices, such as the President's Office, Human Resources, the Provost, Student Affairs and others, will be directed to the Official Email Address.
Accordingly, users shall be presumed to have received all official University Email messages sent to their Official University Email Address.

- **Misuse**

As mentioned above, email is simply another communication technology. Any policy of the University that applies to communications also generally applies to Email. Use of Email in violation of other University policies is also a violation of this policy.
Examples of improper uses of University email:
    - Concealment or misrepresentation of names or affiliations (e.g., misrepresenting oneself as another user);
    - Use of email to send spam (unsolicited non-University commercial email);
    - Alteration of source or destination address of Email; and
    - Use of email to violate the law.
    - Promote commercial or private business;
    - Organize political activity or political solicitation; and

- **Retention and Disposal**

Users should avoid retaining large numbers of email (whether in the Inbox, Sent Items, Deleted Items or personal folders) for long periods of time, email box is not an appropriate place to retain University records; records that are in a user's email should be removed to other paper or electronic storage media intended for archival purposes.

- **Sanctions**

Violations of this policy will be handled under normal University disciplinary procedures applicable to the relevant persons or departments. In addition, a violation may result in:

- Suspension, blocking, or restriction of access to information and network resources when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of University resources or to protect the University from liability.
- Disciplinary action up to and including separation from the University.