1. Introduction to the Policy
Greenfield Community College, under the Commonwealth of Massachusetts Board of Higher Education, provides users with electronic mail communication. GCC assigns each employee an e-mail account.

E-mail communication is intended primarily for educational and business communications. Use of e-mail constitutes acceptance of the following GCC e-mail policies, and all applicable state and federal laws including laws relating to copyright and the laws relating to obscenity. The College President is responsible for the administration of this policy.

2. Users
This policy applies to employees and contracted personnel including but not limited to faculty, staff, and administrators who access their GCC e-mail account(s) through any device. There is a separate e-mail policy for students (Student E-mail Policy).

3. Acceptable Uses of E-mail
GCC encourages users to use e-mail for educational and business communications in the following way. When using e-mail, there are several points users should consider. First, because e-mail addresses identify the organization that sent the message (username@gcc.mass.edu), users should consider e-mail messages to be the equivalent of letters sent on official letterhead. For the same reason, users should ensure that all e-mails are written in a professional and courteous tone. Finally, although many users regard e-mail as being like a telephone or text message in offering a quick, informal way to communicate, users should remember that e-mails can be stored, copied, printed or forwarded by recipients. As such, users should not write anything in an e-mail message that they would not feel just as comfortable putting into print. (Please see GCC’s Acceptable Use Policy.)

The “All-Users” e-mail group should be used for college-related business pertaining to most members of the college community. For non-business-related information, please use the group called “Bulletin.”
4. **Unacceptable Uses of E-mail** *(See also “Limitations” in Acceptable Use Policy available on the IT website.)*

It is unacceptable for any person to use GCC’s e-mail:

- in furtherance of any illegal or unethical act, including violation of any criminal or civil laws or regulations, whether state or federal;
- for any commercial or profit-making purpose.
- to send threatening or harassing messages, whether sexual or otherwise;
- to access or share sexually explicit, obscene, or otherwise inappropriate materials;
- to infringe on any intellectual property rights;
- for any use that causes interference with or disruption of network users and resources, including propagation of computer viruses or other harmful programs;
- to intercept communications intended for other persons;
- to misrepresent GCC or a person’s role at GCC;
- to distribute chain letters;
- to libel or otherwise defame any person.

5. **Data Confidentiality**

In the course of performing their jobs, GCC employees often have access to confidential or proprietary information, such as personal data about identifiable individuals or commercial information about business organizations. Under no circumstances may employees acquire access to confidential data unless such access is required by their jobs. Under no circumstances may employees disseminate any confidential information that they have rightful access to, unless such dissemination is required by their jobs. The confidentiality of student educational records shall additionally be subject to the requirements of the Family Educational Rights and Privacy Act (FERPA).

6. **No Expectation of Privacy**

GCC’s computer resources are the property of GCC and/or the Commonwealth of Massachusetts and are to be used in conformance with this policy, with the Acceptable Use Policy and in compliance with all applicable laws.

Users should be aware that the president authorizes network administrators to monitor network traffic, and may authorize the network administrator to inspect any GCC-owned computer, any data contained in it, and any data sent or received by that computer, on a case by case basis, in order to ensure proper network operations. Users shall have no expectation of privacy in any e-mail sent or received over a GCC computer or network.

7. **Policy Violations**

Subject to all terms and conditions applicable to collective bargaining agreements and/or college policies:

a. all violations of this policy and/or the Acceptable Use Policy may subject the violator to disciplinary action;

b. if any user is found to have violated this or any other applicable IT (information technology) policy, GCC has the right to suspend or revoke the use of college e-mail and/or college computing facilities.