VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

GENERAL INSTUTUTION   CHAPTER 3

Computer Use – Email Procedures   **AP 3720(b)**

References: BP 3720, Computer Use-Computer, and Electronic Communication Systems AP
              3720(a), Accreditation standard IIIC. Citation of law, existing BP, related AP,
              and/or Accreditation standard

Contents

Revision/Review Dates, Technology Committee: 19 October 2010

Purpose

This Procedure establishes standards for the proper use and storage of Victor Valley College
District (VVCD) provided electronic mail (email), chat, or collaborative messaging services
hereafter referred to as "Messaging Systems." E-mail and related services are only for the use by
district employees. Other personnel can only be granted permission to use the district email and
related systems by the President/Superintendent or a designee.

Scope

This Procedure applies to:
- All Messaging Systems provided or owned by the VVCD.
- All users of VVCD email services, including:
  - Full and part-time employees
  - All others approved and authorized to use VVCD-owned equipment or network
    resources
- All VVCD email records in the possession of any VVCD email users

Procedure Details

Introduction
Email is an efficient and timely communications tool that is provided by the VVCD to its
employees, contractors, and volunteers to assist them in supporting VVCD functions and
conducting the organization's business. Appropriate use of the VVCD email system can enhance
productivity and communication, but inappropriate use can conflict with VVCD policies,
procedures and compromise availability of the system for all. This procedure expands on VVCD
AP 3720(a) Computer Use – Computer and Electronic Communications Systems Procedure.

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Reviewed by College Council, 1st reading 11/10/2010
Approved by Academic Senate, 2nd reading 11/04/2010

Principles

- Use of the VVCD Messaging Systems constitutes consent to comply with local, state, and federal laws, as well as the policies and procedures of the District. There is also an expectation of professional courtesy.
- Account/email passwords will require the following minimum complexity:
    - Must be at least eight characters in length.
    - First name, Last name, or username not allowed as part of the passwords created.
    - Must contain three of the following four types of characters:
        - English uppercase characters (A through Z)
        - English lowercase characters (a through z)
        - Base 10 digits (0 through 9)
        - Non-alphabetic characters (for example, 1, $, #, %)
- Suggestions on the use of character types:
    - The "$" can be used in place of an "s"
    - The number "0" can be used in place of the letter "O"
    - The number "1" can be used in place of the letter "l"
- Any electronic mail address or account assigned by VVCD to individuals, sub-units, or functional groups of VVCD is the property of VVCD and under management of the Executive Dean of Technology and Information Resources.
- VVCD Messaging Systems' principal purpose is to conduct VVCD business.
- Users of Messaging Systems should have no expectation of privacy with respect to these systems.
- Email messages are public records and are therefore subject to public inspection, Freedom of Information Act (FOIA) requests, and legal discovery, unless otherwise protected by local, state or federal law.

Typical Uses

- Communication and information exchange directly related to the VVCD mission, or work tasks of VVCD such as:
    - Research and information exchange in support of educational and professional development activities related to the user's VVCD duties
    - Announcement of VVCD policies, procedures, rules, services, programs, information, or activities, subject to the broadcast Messaging Systems requirements described below
    - Application for, or administration of, contracts or grants for VVCD programs or research
    - Broadcast correspondence that:
        - Is limited to specific approved groups (i.e. Faculty, Administration, Staff, Classified, VVC-Personals)
        - Uses a system group address that has been approved and established by VVCD for a designated use

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- Uses an internal list-serve that will allow users to opt-in/out except for mandatory groups or lists that provide operational information and notices.
- Should be reserved for official communication
- All broadcast email messages must comply with the College's Computer Use Policy and associated procedures.
- Personal purposes, provided that such use does not:
  - Directly or indirectly interfere with the VVCD operation of computing facilities or electronic mail services,
  - Burden the VVCD with noticeable incremental cost, or
  - Interfere with the email user's employment or other obligations to the VVCD.

Prohibited Uses

- Any use that violates federal or state law or VVCD policy or procedure
- The advertising or other promotion of any private business or activity, unless it is through an approved group such as "VVC-Personals", and such groups must have the ability to opt-in/opt-out as desired by the receiver of the messages.
- Transmission or solicitation of information or statements that contain profane language, pander to bigotry, sexism, or other forms of prohibited discrimination, or can in any way be construed as intending to harass or threaten another individual.
- Any activity with religious or political purposes outside the scope of the user's assigned and authorized duties.
- Sharing of user passwords with others
- Unauthorized Access - It is a violation of this policy to attempt to gain access to another person's Messaging Systems content regardless of whether the access was successful or whether or not the messages accessed involved personal information.
- Sending email under names or addresses other than the employee's own officially designated VVCD email address
- Adding, removing, or modifying identifying network header information ("spoofing") in an effort to deceive or mislead recipients
- Chain Letters
- Junk email
- Spam
- Sending any single attachment files larger than 150 megabytes (MB)
- Setting email correspondence to forward automatically to an outside (non-District) address, unless it is your own personal non-district account.
- Messages that do not meet the "Broadcast Messages" requirements.
- Intentional disruption, obstruction, or burden of network resources
- Hoaxes
- Transmission of confidential information unless protected by an approved encryption mode.
- Transmission of Family Educational Rights and Privacy Act (FERPA) information in a non-encrypted mode
- Malicious Violations

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- Malicious violations of District policies and procedures governing the use of District computer and electronic communication systems may result in the restriction of access to District computer and electronic communication systems. Disciplinary procedures provided by California Education Code, Board Policies, Administrative Procedures, and Personnel Contracts may be followed on a case by case basis.
- E-mail Storage Limits

These are guidelines for the administration and storage of campus email for all groups and email accounts on campus. These guidelines do not define the archival of email in an offline account. Any email that falls outside these ranges that needs to be saved should be archived as needed for longer term storage. Email in the active email account will automatically expire, be disabled, or deleted based on the timetable below.

E-mail Settings	Admin/Staff PO	Faculty PO	Adjunct PO
Empty Trash	7 days	7 days	7 days
Expire Account (Disable)	365 days	365 days	365 days
Expire Account (Delete)	Manual Process	Manual Process	18 Months
Auto-Archive	1 year	1 year	1 year
Archives will be retained for:	duration specified by the Discovery AP	duration specified by the Discovery AP	duration specified by the Discovery AP
Attachment Limit (Total)	150 MB	150 MB	150 MB
Mailbox Size	3 GB	3 GB	3 GB

Note: The mailbox storage capacities are dependent of the storage capacity available within the district infrastructure.
Note: The discovery AP is not currently approved and will be activated at a future date
Text…