

EMAIL COMMUNICATIONS

Muskingum University Email is the official email of the University. Email is not a secure or private communications mechanism, nor should users treat it that way. Sensitive or confidential information should not be sent via email over the Internet without password protection or encryption.

Users should exercise care in the use of email and in the handling of email attachments. If an email is from someone you do not know, or if you were not expecting an attachment, do not open it; delete it. The user should contact Computer Network Services for assistance if there are questions as to the validity of the message and attachment.

The following requirements pertain to the sending and receiving of emails, as well as the usage of the University's email system.

- Users may not use the University's network to send spam, "junk mail," or any unsolicited material unless in compliance with the University standards and/or practices.
- Unauthorized use of another individual's account is prohibited.
- Users may not use unauthorized or forged email header information.
- Users may not create or forward "chain letters" or "pyramid schemes" of any type using the University's email system.
- Users may not share or post passwords.
- Users may not use the University's email system to send harassing messages, hoaxes, pornographic material, create a hostile work environment, or otherwise perform illegal activities.

When litigation against the University or its employees or its students is filed or imminent, the law imposes a duty upon the University to preserve all documents and records that pertain to the issue in dispute. As soon as University Counsel or the Human Resources designee is advised of pending litigation, a hold directive will be issued to the legal custodians. The litigation hold directive overrides any records retention schedule that may have otherwise called for the transfer, disposal, or destruction of the relevant documents until the hold has been cleared by the University Counsel or Human Resources. Email and computer accounts of separated employees and/or students that have been placed on litigation hold will be maintained by Computer Network Services until the hold is released. No employee or student who has been notified by University Counsel or Human Resources of a litigation hold may alter or delete an electronic record that falls within the scope of that hold. Violation of the hold may subject an employee up to and including termination or a student to disciplinary action, up to and including expulsion or suspension. In addition, persons who violate the hold may be subject to applicable personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.