

## **Policy Title: Electronic Mail (Email)**

**Impact:** Employees, Students, Affiliates

**Responsibility:** Chief Information Officer

**Effective Date:** 11/17/1999

**Revised Date:** 8/23/2017

**Reviewed Date:**

**Relates to Procedure(s):** 3.08.02

**Legal Citation(s):**

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### **I. Electronic Mail (Email)**

Electronic Mail (Email) is an Information Technology (IT) resource provided by North Idaho College (NIC) and serves as a primary means of communication to meet the mission and vision of the college. Users have the responsibility to use this resource in an efficient, ethical and lawful manner. Use of NIC Email Accounts evidences the user's agreement to this policy and any procedures or guidelines related to this policy or other related NIC policies and procedures. In the event a user holds multiple NIC Email Accounts, the most stringent rules of this policy shall apply.

Email is NIC's official means for communication. NIC sends communications to students, employees, and affiliates via Email and expects that those communications will be received and read in a timely fashion. It is also the user's responsibility to check NIC Email in a timely manner.

#### **Definitions**

- A. "Affiliate" refers to any authorized individual, business, or organization connected to NIC, authorized to act on behalf of NIC, or is authorized to conduct work related to NIC needs.
- B. "Electronic Mail" or "Email" refers to any message distributed by electronic means from one computer user to one or more recipients via a network.
- C. "Information Technology" or "IT" resources refers to any resource related to the access and use of digitized information, including but not limited to hardware, software, devices, appliances, and network bandwidth.