



EMAIL COMMUNICATION POLICY

PURPOSE

The purpose of this policy is to ensure proper use of Massachusetts Maritime Academy's (MMA) email system and to communicate what is deemed acceptable use of its email system. This policy also documents who receives and retains an MMA email account.

SCOPE

This policy covers appropriate use of email sent/received from an MMA email address and applies to all staff, faculty, students, trustees, and agents.

POLICY

General Use

The use of an MMA email account must be consistent with all MMA policies and procedures pertaining to ethical conduct and safety. Email use must be in compliance with all applicable federal and state laws and proper business practices.

MMA students, staff and faculty members shall have no expectation of privacy in anything they store, send or receive on the MMA email system. MMA may, at any time, access and monitor email accounts and messages without prior notice.

MMA email accounts should be used primarily for MMA business-related purposes; personal communication is permitted on a limited basis. Under no circumstances should personal email accounts be used for Academy business.

Sharing an MMA email account with another person, or attempting to obtain another person's MMA email account password is prohibited.

The MMA email system shall not be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, disabilities, age, sexual orientation, religious beliefs and practice, political beliefs, or national origin. MMA email should also not be used to send or receive pornography. Anyone who receives email with such content from an MMA employee should immediately report the matter to their supervisor or company officer.

Individual messages which are forwarded to another email account should not contain MMA confidential or sensitive information.

MMA is under no obligation to store or forward the contents of an individual's MMA e-mail account, including contacts, after termination of the individual's employment.

Email Account Creation



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All staff members, faculty members and trustees will receive an MMA email account upon hire. All matriculating students, both undergraduate and graduate, will receive an MMA email account upon enrollment.

Continuing Education and Dual Enrollment students will **not** receive an MMA email account. They will need to use a personal email account to communicate with MMA.

MMA email accounts will **not** be created at any time for vendors, consultants or contractors.

Email Account Deletion

When a faculty or staff member leave the Academy due to a resignation or an involuntary termination, they will no longer have access to their MMA email account.

The faculty member's department chairperson or the staff member's immediate supervisor will be given access to the MMA email account for a period of 30 days. After that time, the email account will be deleted, unless a request is made to the MMA Help Desk to extend this period.

MMA email accounts of foreign exchange students will be deleted once these students have completed their time of study at MMA.

Email Account Retention

When a faculty member is on sabbatical or when a staff member takes a leave of absence, their MMA email account will continue to be available for their use during their leave period.

If an undergraduate or graduate student is suspended or takes a leave of absence, their MMA email account will continue to be available for their use for a period of 1 year from the date of departure from the Academy. This will allow the student to stay in contact with the Academy and plan their return. After the 1 year period, their MMA email account will be deleted.

All staff and faculty members who retire from the Academy, will keep their MMA email account.

All undergraduate and graduate students who graduate from the Academy, beginning with the Class of 2013, will keep their MMA email account

ENFORCEMENT



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Any employee found to have violated this policy, intentionally or unintentionally, may be subject to disciplinary action, up to and including termination of employment, per any applicable collection bargaining agreements.

RESPONSIBILITY

The Vice President of Technology and Library Services is responsible for coordinating and establishing procedures and practices which are necessary for compliance with this policy.

This policy is owned by the Vice President of Technology and Library Services, who will coordinate any and all revisions.

REFERENCES

Framework SANS Top 20 Controls	Regulations and Requirements PCI DSS - MA 201 - HIPAA	Supporting Standards and Procedures
		See attached Appendix A – Email Policy Rules

REVISION HISTORY

This section contains comments on any revisions that were made to this document and the date they were made.

Version Number	Issued Date	Changes Made By	Description of Changes
1.0	8/28/2017	Anne Marie Fallon	Initial draft of policy created.
1.1	9/5/2017	Anne Marie Fallon	Reviewed by Senior Staff
1.2	10/28/2017	Anne Marie Fallon	Additional edits made



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Version Number	Issued Date	Changes Made By	Description of Changes
1.3	1/22/2018	Anne Marie Fallon	Additional edits made
1.4	3/2/2018	Anne Marie Fallon	Final edits made before publishing
1.4	4/2/2018		Policy published



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APPENDIX A

EMAIL POLICY RULES					
Staff Type	Hired	Sabbatical / Leave of Absence	Resignation	Involuntary Termination	Retired
Faculty 01	Create email	Retain email	Suspend email access (Manager access for 30 days prior to deletion)	Suspend email access (Manager access for 30 days prior to deletion)	Retain email
Faculty Adjunct	Create email	Deactivate email for 1 year, then delete	Suspend email access (Manager access for 30 days prior to deletion)	Suspend email access (Manager access for 30 days prior to deletion)	N/A
Staff 01	Create email	Retain email	Suspend email access (Manager access for 30 days prior to deletion)	Suspend email access (Manager access for 30 days prior to deletion)	Retain email
Staff 03	Create email, unless told otherwise by manager	Deactivate email for 1 year, then delete	Suspend email access (Manager access for 30 days prior to deletion)	Suspend email access (Manager access for 30 days prior to deletion)	N/A
Board of Trustee	Create email	N/A	Delete email	Delete email	Retain email
Student Type	Enrolled	Suspension/Leave of Absence	Withdrawn	Dismissal	Graduated
Undergraduate	Create email	Retain email for 1 year, then delete	Suspend email access once all payments are made	Suspend email access once all payments are made	Retain email
Graduate	Create email	Retain email for 1 year, then delete	Suspend email access once all payments are made	Suspend email access once all payments are made	Retain email
Exchange	Create email	N/A	Delete email	Delete email	Delete email
Continuing Education	Do not create email	N/A	N/A	N/A	N/A
High School Dual Enrollment	Do not create email	N/A	N/A	N/A	N/A