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# LaGuardia Community College Email Policy

LaGuardia Community College encourages the appropriate use of e-mail. However, certain responsibilities are attached to its use. By using LaGuardia Community College's E-mail, all users agree to adhere to the College's e-mail policy as stated below, effective immediately.

## All e-mail users should be aware of the following:

1. The College will maintain the integrity and effective operation of its electronic mail systems, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature of electronic communication, the College can assure neither the privacy nor the confidentiality of particular messages that may be created, transmitted, received or stored.
2. The 'everyone' group is for College business only. Another group, called 'non-business chat', is available in your system address book for all non-college business such as death notices, birth notices, retirement parties, etc.
3. Views expressed by individual users are not necessarily the views of LaGuardia Community College.
4. The System Administrator will routinely monitor the following information:
  - E-mail messages with invalid recipient or sender fields that are frequently sent to the "postmaster" will be examined to determine the cause of the problem.
  - Attempts to disguise the source of electronic mail.
  - Activity that appears to compromise the security or integrity of the e-mail system.

Complaints regarding the above brought by another user will result in a thorough investigation by the System Administrator or designee.

## E-mail users may not:

1. Read other user's e-mail, look at other user's files, or invade the privacy of other users.
2. Share account or password information with anyone. (Access to your account can be given to others through the use of the systems proxy feature. Call the Help Desk, extension 6134, for assistance.)
3. Misrepresent yourself or the identity of the sender of e-mail messages.
4. Send obscene, abusive, intimidating, threatening, harassing or libelous messages.
5. Use the LaGuardia Community College system for personal profit.

6. Congest the network with chain letters, false warnings, and SPAM.
7. Intercept, disrupt, or alter messages.
8. Attempt to circumvent security.
9. Attempt to access the root of the system or gain privileges not granted by the System Administrator.
10. Complaints brought by another user will result in a thorough investigation by the President's Office.

## All e-mail users are expected to:

1. Check their e-mail on a regular basis.
2. Immediately report any security breaches to the Help Desk, ext. 6134.
3. Maintain the account by not keeping large files or large amounts of e-mail.

To ensure continued availability of disk space, e-mail messages should be kept on the system no longer than 180 days. All e-mail messages, notes, appointments, etc. that need to be saved for a longer period should be archived to the users local disk. Call the Help Desk, extension 6134, if you need assistance with the system's automatic archiving feature.

# Occupational Safety and Health Act (OSHA)

It is the policy of the College to provide a safe and healthy working environment for faculty, staff and students. The College adheres to federal OSHA standards and implements the New York State "Right to Know Law."

The complete "Right to Know Law" is available for your review in the Occupational Safety & Health Office. All health and safety complaints and concerns should be directed to the OSHA/Safety Office, Peter Jayasekara, 718 482-5507, Room E 409.