OBJECTIVE: El Paso Community College (EPCC) is committed to using its resources efficiently. Electronic mail (EPCC e-mail) allows the College to distribute timely information to the District community with efficiency and economy.

DEFINITIONS:

Electronic Mail System: A computer software application that conveys electronic messages from one system to another.

Electronic Mail (E-mail): Any message, form, attachment, or other communication sent, received, or stored within an electronic mail system.

EPCC Employee E-mail Account: The official e-mail account is username@epcc.edu.

Official Communication: Communication that supports the academic or administrative needs of EPCC.

PROCEDURE:

I. Responsibilities:

A. The Vice President of Information Technology/Chief Information Officer (CIO) is responsible for clarification, review and updating of this procedure.

B. The Vice Presidents and the Associate Vice President of Employee Relations are responsible for the enforcement of this procedure for employees.

II. Official Mode of Communication

A. This procedure establishes EPCC e-mail as EPCC’s official means of communication to enrolled students and current employees and sets forth the responsibility which members of the EPCC community have regarding e-mail use. EPCC will use e-mail to conduct and notify students and employees of EPCC related business, District emergencies and general information of importance to the EPCC family.

B. Official communications sent by EPCC are intended to meet the academic and administrative needs of the College District. EPCC will consider students and employees to have received correspondence sent to their official EPCC e-mail account. The provisions of College Procedure 2.05.01.34, Electronic Mail Services, Personal and Broadcast E-mail, and E-mail Restrictions, apply to both students and employees.

C. E-mail that resides on EPCC’s electronic mail system and/or devices owned by EPCC are the property of EPCC. E-mail is a communication tool used to facilitate business communications. The use of any EPCC resources for electronic mail must meet the academic and administrative needs of EPCC.

III. Employee E-mail

A. EPCC will direct official communication to employees’ official EPCC e-mail account.

B. Employees are responsible for reading their EPCC e-mail on a regular basis and for recognizing that certain communications are time-sensitive. Employees will retain all responsibility associated with official communications.
C. Communication via the EPCC employee e-mail system is subject to the same public information, privacy and records retention laws as other forms of communication.

D. EPCC’s employee e-mail system is considered a critical service. EPCC Procedure 2.05.01.54, Acceptable Use of Information Technology, and EPCC Procedure 2.05.01.30, Computer System Security, apply to the employee e-mail system.

E. EPCC reserves the right to immediately deny use of employee e-mail when there is reason to believe that violations of the procedures in Section III.D, above, have occurred. In such cases, the alleged violation will be referred to the appropriate Vice President and the Associate Vice President for Employee Relations for further investigation and adjudication under EPCC’s employee conduct procedures.

F. EPCC will not be responsible, nor provide Information Technology department support services, for e-mail services other than those provided by EPCC.

1. EPCC will not forward employee e-mail messages to another e-mail account. Redirecting EPCC e-mail by employees to outside accounts and sharing messages with third parties may negate the privacy protection rights and protections afforded to EPCC.

2. If e-mail containing Personally Identifiable Information (PII) is inadvertently forwarded to a non-EPCC account, the employee will permanently delete such information in a timely manner. PII includes, but is not limited to, birthdate, Social Security Number, name and address.

G. EPCC does not approve redirecting (or auto-forwarding) employee e-mail messages to a non-EPCC-mail account.

1. Redirecting EPCC e-mail by employees to outside accounts and sharing messages with third parties may negate the privacy protection rights and protections afforded to EPCC.

2. Redirecting e-mail creates a potential risk of sensitive information leaving EPCC in the form of a message text or attachment. Employees must not use features of their EPCC e-mail messages to automatically forward to a non-EPCC-e-mail account information which is in violation of College Procedure 2.05.01.54 Acceptable Use of Information Technology Resources.

IV. CONFIDENTIALITY AND SECURITY

A. Official communication to registered students should only be sent to an official EPCC student email account.

B. Faculty and staff must use only their official EPCC e-mail account for official e-mail correspondence. The use of an EPCC e-mail account is required to meet the academic and administrative needs of EPCC.

C. All EPCC e-mail accounts are subject to the Freedom of Information Act.

V. Compliance with Related Procedures

All messages sent using the El Paso Community College e-mail system must adhere to EPCC’s procedures. College Procedure 2.05.01.54, Acceptable Use of Information Technology Resources, Procedure 2.05.01.30, Computer System Security and Procedure 2.05.01.34, Electronic Mail Services, Personal and Broadcast E-mail, and E-mail Restrictions, are available on the EPCC website.