

**Old Dominion University**  
**Technology Policies, Standards, Procedures and Guidelines**

**Electronic Messaging Policy for Official University Communication**

**Title:** Electronic Messaging Policy for Official University Communication  
**Reference Number:** Policy 3506

**Purpose**

Electronic messaging systems and services are provided by Old Dominion University for the purpose of enhancing productivity and maintaining effective communication. This policy covers official University electronic messaging systems and the responsibilities of faculty, staff, and students.

**Electronic Messaging Policy**

Old Dominion University faculty, staff, and students must activate and maintain regular access University provided electronic mail accounts.

Faculty, staff, and students are required to use valid Old Dominion University email accounts to send official information and notices and are held responsible for accessing electronic mail to obtain official University communications.

Failure to access the electronic mail account will not exempt individuals from associated responsibilities and liabilities.

In general, electronic mail is subject to the same policies on information disclosure as other methods of communication.

Message content is the sole responsibility of the individual sending the message.

Administrative offices and academic departments are individually responsible for providing adequate advance notice when electronic communication is used as the method of communication. Disclosure should clearly identify the purpose and circumstances for which electronic communication is the method of delivery. Instructors retain the discretion of establishing class expectations for email and other electronic messaging communication as a part of the syllabus.

Alternative services should be provided in cases where access to computing resources is limited or unavailable.

**Definitions**

**Activation** is completed by retrieving a password upon employment or upon registration at the University.

**Electronic mail (email)** is any message, image, form, attachment, data, or other communication sent, received, or stored within an electronic mail system.

**Information Technology Resources** are defined as computers, telecommunication equipment, networks, automated data processing, databases, the Internet, printing, management information systems, and related information, equipment, goods, and services.

**Official email account** is an email account, issued by Old Dominion University, which is based on a person's name and ends in the domain name **@odu.edu**.

**Private information** is information that is specific to a person that is used by the University. Unauthorized disclosure of private information can adversely affect persons associated with the

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University, although it may not necessarily affect the University as an entity. Permission must be obtained from the person in order to disclose private information to a third party.

### Policy References

**ODU faculty, staff and students are bound by all applicable laws, policies, standards and procedures and guidelines. For reference, some frequently referenced documents are noted. This is a non-inclusive list and not intended to limit applicability of any other law or policy.**

Ⓢ Policy Foundation:	Federal and State Law Policy 3500 Policy on the Use of Computing Resources Policy 3501 IT Access Control Policy
☞ Related Standards:	Acceptable Use Standard Student Email Standard Disciplinary Action Standard
☐ Related Procedures, Forms:	Computer Account Request Form University Announcements Mass Email Distribution
① Related Guidelines:	Commonwealth Security Policy
✂ Maintenance:	Office of Computing and Communications Services
✓ Effective Date:	Reviewed on an annual basis
✓ Approved by: January, 2006	Rusty Waterfield Acting Assistant Vice President, Office of Computing and Communications Services
✓ Approved: January, 2006	University Advisory Council on Technology <input checked="" type="checkbox"/> Required for Standard
✓ Approved: October 1, 2007	Roseann Runte, President <input checked="" type="checkbox"/> Required for Policy