OLD DOMINION UNIVERSITY
University Policy

Policy # 3506
ELECTRONIC MESSAGING POLICY FOR OFFICIAL UNIVERSITY COMMUNICATION

Responsible Oversight Executive: Vice President for Administration and Finance
Date of Current Revision or Creation: April 26, 2011

A. PURPOSE

The purpose of this policy is to address the use of official University electronic messaging systems and the resulting responsibilities of faculty, staff, and students.

B. AUTHORITY

Virginia Code Section 23-9.2:3, as amended, grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a) (6) of the Board of Visitors Bylaws grants authority to the President to implement the policies and procedures of the Board relating to University operations.

C. DEFINITIONS

Electronic Communication - Any message, image, form, attachment, data, or other communication sent, received, or stored within an electronic messaging system.

Information Technology Resources - Defined as, but are not limited to, computers, telecommunication equipment, networks, automated data processing, databases, the Internet, printing, management information systems, and related information, equipment, goods, and services.

Official Communication - Any electronic communication or content sent via the University's electronic messaging systems and other communication services in order to conduct University business. It does not make electronic (email) the only official method of communication.

Official email account - 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 - 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 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.

D. SCOPE

This policy applies to all employees, students, employees of affiliated organizations and guests, volunteers and researchers who are provided email accounts, and governs all information technology resources associated with electronic messaging whether owned by or operated for University business through contractual arrangements. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons attending classes whether enrolled or not enrolled. Affiliated organizations are separate entities that exist for the benefit of the University and include the Foundations, the Community Development Corporation, and the Alumni Association. Visitors include vendors and their employees, parents of students, volunteers, guests, uninvited guests and all other persons located on property owned, leased, or otherwise controlled by the University.

E. POLICY STATEMENT

Electronic messaging systems and communication services are provided by Old Dominion University for the purpose of enhancing productivity and maintaining effective communication.

Old Dominion University employees, students, employees of affiliated organizations, and guests, volunteers and researchers who are provided email accounts must activate and maintain regular access to University-provided electronic messaging accounts. These accounts must be used to send official information and notices, and users are responsible for accessing email in order to obtain official University communications. Administrative offices and academic departments may provide advance notice when electronic communication is used as the communication method.

Failure to access the email account will not exempt individuals from being aware of and meeting requirements and responsibilities included in electronic communications.

Message content is the sole responsibility of the individual sending the message. Users are strongly encouraged to be aware of generally accepted online etiquette.

Instructors retain the discretion of establishing class expectations for email and other electronic messaging communication as a part of the course requirements.

Alternative messaging services should be arranged in cases where users' access to information technology resources is limited or unavailable.

F. PROCEDURES

Activation is completed by retrieving a password for the messaging system upon employment or upon registration at the University. Users are required to acknowledge their agreement with the Acceptable Use Standard.

MIDAS ID Information
Student Email Information
Faculty Staff Email Information
Mobile Email Information

G. RESPONSIBLE OFFICER

Assistant Vice President for Computing and Communications Services

H. RELATED INFORMATION

OCCS Standard 01.2 - Student Email
OCCS Standard 01.4 - Disciplinary Action Standard.pdf
OCCS Standard 01.7 - Email Archive and Retention
OCCS Standard 01.7.1 - University Announcements
OCCS Standard 01.7.2 - Electronic Mass Mailing
OCCS Standard 05.2.2 - Account Management
OCCS Standard 08.4.2 - Acceptable Use
Online Security Awareness Program

POLICY HISTORY
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Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

/s/ Rusty Waterfield — February 7, 2011
Responsible Officer Signature — Date

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks — October 26, 2010
Policy Review Committee (PRC), Chair Signature — Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ Robert L. Fenning — April 19, 2011
Responsible Oversight Executive Signature — Date

University Counsel Approval to Proceed:

/s/ Patrick B. Kelly — April 22, 2011
University Counsel — Date

Presidential Approval:

/s/ John R. Broderick — April 26, 2011
President — Date

Policy Revision Dates: October 1, 2007; April 26, 2011

Scheduled Review Date: April 25, 2016