

## **Print this out as a handy quick reference of Email Guidelines for Richard Bland College Students, Faculty, and Staff**

As users of Richard Bland College's electronic mail services, the following guidelines are applicable:

1. Accessibility to email resources: Access to Richard Bland College's email services is limited to faculty, students, and staff. The College's email services are not provided to individuals or organizations outside of Richard Bland College unless otherwise authorized.
2. Email Restrictions: Richard Bland College email services may not be used for:
  - a) Commercial purposes not under the auspices of the College
  - b) Personal financial gain
  - c) Any political activities promoting candidates, parties, platforms, or causes
  - d) Other uses that violate local, state, and federal law
3. False Identity: Richard Bland College email users must not employ a false identity when sending email, applying for an email account, or accessing an existing account.
4. Interference: Richard Bland College email services should not be used for purposes that could cause excessive strain on any College computing facilities or interfere with others' use of email or email systems. This includes using the College's email services to:
  - a) Send or forward email chain letter
  - b) "Spam" (exploit list serves or similar broadcast systems for purposes beyond their intended scope)
  - c) "Letter-bomb" (resend the same email repeatedly to one or more recipients to interfere with the recipient's use of email)
5. Regarding Personal Use: Richard Bland College's email services may be used for incidental personal purposes provided that such use does not:
  - a) Directly or indirectly interfere with the College's operation of computing facilities or email services
  - b) Burden the College with noticeable incremental cost
  - c) Interfere with the email user's employment or other obligations to the College
6. Email Content: Richard Bland College cannot and does not wish to be the arbiter of the contents of electronic mail. Neither can the College, in general, protect users from receiving electronic mail they may find offensive. Richard Bland College expects that members of the College community use the same personal and professional courtesies and considerations in email as they would in other forms of communication.

7. Due to the nature of email and the public character of the College's business, electronic mail is inherently NOT private and users should not maintain any expectation of privacy:
  - a) Email intended for one person can be widely distributed because of the ease with which recipients can forward it to others.
  - b) A reply to an email message posted on an electronic bulletin board or "listserv" intended only for the originator of the message may be distributed to all subscribers to the listserv.
  - c) Even after a user deletes an email message from a computer or electronic mail server, it may exist on backup facilities, and is subject to disclosure as a result of a legal process.
  - d) There is no guarantee that email received was in fact sent by the purported sender.
8. Email users shall exercise good housekeeping techniques on their Outlook mail box. Delete redundant or unwanted messages regularly. Be sure to purge the SENT folder as well. Empty the Deleted Items folder.
9. Email users should be considerate of those accessing email via the web. Students and other off-campus users cannot view stationary, and they may have slow internet connections which do not readily handle large attachments or photographic images.

If you have any questions or concerns regarding this page, please contact [Information Technology Services Help Desk](#)

[Return to Richard Bland College Home Page](#)