6. Educational and Administrative Uses of E-mail
Faculty will determine how electronic forms of communication (e.g., e-mail, discussion boards, discussion lists etc.) will be used for educational purposes, and will specify their requirements in the course syllabus. The official e-mail policy ensures that all students will be able to comply with e-mail-based course requirements specified by faculty. Faculty can therefore make the assumption that students' official @oswego.edu accounts are being accessed and faculty can use e-mail for their classes accordingly. Administrative offices will determine how e-mail communications will be used for administrative purposes.

7. College Announcements
Approval and transmission of e-mail to the entire campus community must be obtained from the appropriate authority. Only the offices of vice presidents or the College President can authorize the sending of broadcast messages to all students, faculty, and/or staff.

8. Ownership/Administration
SUNY Oswego owns all e-mail accounts run on systems it owns or controls. Under certain circumstances it may be necessary for the Campus Technology Services staff or other appropriate college officials to access e-mail files to maintain the system, and to investigate security or abuse incidents or violations of other institutional policies. Such access will be on an as-needed basis and any e-mail accessed will be disclosed only to essential and affected individuals. While incidental non-business personal use of e-mail is acceptable, conducting business for profit using college resources is forbidden. Quota, maximum message size, message retention settings, time-out settings, maintenance times, and other e-mail guidelines will be set as appropriate for the anticipated educational and administrative needs of the university. The need to revise settings will be monitored with recommended changes as appropriate.

9. Violations/Abuses
Violation or abuse of the campus policies may result in restriction of access to SUNY Oswego's e-mail system and/or other appropriate disciplinary action.

Related policies:
- Acceptable Use Policy: Computer and Network Acceptable Use 
  [http://www.oswego.edu/cts/services/instructional/policies/acceptable_use_policy.html](http://www.oswego.edu/cts/services/instructional/policies/acceptable_use_policy.html)
  and 2007-2008 Student Handbook, pp 101-103
- Computer Usage Rules 
  [http://www.oswego.edu/cts/services/instructional/policies/usagerules.html](http://www.oswego.edu/cts/services/instructional/policies/usagerules.html)