

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 its system. 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 those 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 volume and platform scaling. The need to revise settings will be monitored with recommended changes as appropriate.

9. *Termination*

E-mail accounts are provided to students, faculty, and staff as a component of electronic services while enrolled or employed.

10. *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. Mass emailing that is not related to appropriate college business is forbidden.