



## **POLICIES & PROCEDURES**

**Title: Email Usage Policy**

**Document Number: IT\_005**

**Effective Date: 11/12/2023**

**Revised Date: 11/12/2023**

**Department: Information Technology**

### **Policy**

In accordance with the Louisiana Community and Technical College System Email Usage Policy #7.005, Louisiana Delta Community College provides employees with electronic communications tools, including an Email System. This policy governs employees' use of LDCC email systems.

### **Purpose**

The purpose of this policy to allow email access to employees for business purposes.

### **Procedure**

#### **Email Reserved for Business Purposes**

LDCC authorizes email access primarily for business-related activities.

#### **No Reasonable Expectation of Privacy**

Email messages generated and transmitted on LDCC computers are LDCC property. The college retains the right to monitor all email transmitted via LDCC computer systems. Employees should not expect privacy regarding the business and personal use of LDCC email systems.

#### **Right to Monitor, Inspect, Copy, Review, and Store**

LDCC reserves the right, without prior notice, to monitor, inspect, copy, review, and store any email, files, information, software, or other content associated with employee usage. The college may disclose email content to regulators, courts, law enforcement, and other third parties without employee consent.

#### **Prohibited Content and Activities**

Employees are prohibited from using LDCC email for activities or content that is harassing, discriminatory, threatening, obscene, defamatory, or offensive. This includes but is not limited to:

- Disparaging others based on race, religion, color, sex, sexual orientation, national origin, disability, ancestry, or age.

- Transmitting jokes based on sex, sexual orientation, race, age, religion, national origin, ancestry, or disability.
- Spreading gossip, rumors, and innuendos about employees.
- Sending sexually oriented messages or images.
- Sending messages or images with foul, obscene, off-color, or adult-oriented language.
- Sending messages or images intended to alarm others, embarrass LDCC, negatively impact employee productivity, or harm employee morale.
- Sending electronic messages under another employee's name without authorization.
- Sending, replying, or forwarding electronic chain-email messages.

**Related LDCC Policies:** HR\_103

**Violations:** A violation of this policy may result in disciplinary action up to and including termination.

**Scope**

Entire College community

