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2.900 Miscellaneous (Board Governance)

2.000 Board Governance

July 2012

2.901 Use of Email

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Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> Interim		Use of Email Policy 2.901	
Board Governance Policies		Effective date: October 19, 2002	
Policy History:	Approved by:	Resolution #	Date
	Board of Governors	10.19.02:11	October 19, 2002
Revision (Non-substantive):	N/A	N/A	April 27, 2017
Responsible Office	Responsible Administrator:	Contact information	Applies to:
University Board of Governors	Chair, Governance Committee	937-769-1345	All Officers of Antioch University, ULC members and Board of Governors

I. Introduction and Purpose

This email policy has been adopted to protect Antioch University’s interest when Governors and Officers communicate using email and internet access to conduct Antioch University business.

This policy applies to each member of the Board of Governors, members of the ULC and to all officers of Antioch University. It is intended to serve as guidance for the Board of Governors, members of the ULC and to all officers of the University.

II. Using Email

A. Members of the Board of Governors, ULC and all officers of Antioch University conduct board business utilizing the internet-based electronic mail (email). The legal risks require us to exercise special caution when communicating by email. Please exercise proper judgment in the use of Antioch University board business email.

B. This policy reminds us that the use of email should be restricted to those with a need to know. Email communication has a shelf life far beyond that of paper communication and should be considered confidential and discoverable in the event of litigation or a government investigation. Therefore, all email should be written so that a reasonable person would not find it to be defamatory, offensive, harassing or derogatory.

C. This policy expressly prohibits sending to, forwarding or copying Antioch University board business email communications to persons without a need to know and / or without the consent of the sender.

D. This policy further suggests that Antioch University board business email be erased from your computers at least every thirty (30) days.