UNIVERSITY POLICY
Email branding and use policy

POLICY
Slippery Rock University has established e-mail as a vehicle for official communication with students, faculty and staff. This policy addresses the appropriate use of e-mail as a subsection of the University's Information and Administrative Technology Services Policies Concerning Computer Use. This policy covers all uses and users of SRU email. Any user of University email consents to all provisions of this policy and agrees to comply with all of the terms and conditions set forth herein, all other applicable University policies, regulations, and procedures, and with applicable local, state and federal laws and regulations.

PROCEDURES

Email ownership:

The computer networks and email servers that support members of the SRU community at all locations are the property of the University. Emails residing on University servers, whether personal or related to the business of the University, are the property of the University and not the property of the email account holder, be they student, faculty, administrative staff or consultant. This policy is not intended to abridge faculty intellectual ownership rights as stated in CBA Article 39, Intellectual Property.

Assignment of email address:

Each registered student and active faculty and staff member is assigned an official SRU email address by IATS. All official University email communications will be sent to the assigned sru.edu address.

Obligation to read:

The University expects that users will receive and read email in a timely manner. Failure to receive and read University communications delivered to an official email address in a timely manner (for reasons controlled by the user) does not absolve the recipient from knowing and complying with the content of the communication.

Redirecting email:

Users may redirect their official sru.edu email address to another address at their own risk. The University is not responsible for the handling of email by other service providers. Having email redirected does not absolve recipients from knowing and complying with the content of the communication sent to their official sru.edu address.

Privacy:

The University and its email system administrators will not read email unless necessary in the course of their duties (e.g., including investigations, inappropriate content or as directed by law enforcement agencies and/or general
counsel, and will release email as required by an executed subpoena valid in the Commonwealth of Pennsylvania and/or legal Right To Know requests).

Public record:

Any email sent from users at Slippery Rock University or residing on SRU email servers are considered a public record under the Pennsylvania Right to Know Act (RTK) and may be subject to disclosure.

Email correspondence and associated documents sent as attachments may be considered official University records, and, as such, may need to be retained longer than the established policy guidelines for email retention and disposal. It is the responsibility of the sender and recipient of these email messages to determine the required retention period, to comply with applicable University policies and procedures regarding record retention and to preserve these email records either electronically or in printed form with all of the associated header and transmission information.

The use of legal disclaimers alleging privileged communications under “Attorney-client” privilege must be limited to communications with the Office of Legal Counsel or outside counsel. No other usages of disclaimers asserting privileged communication are permissible. Such usages provide inappropriate false expectations of privacy. In actuality all email is subject to the Right-to-Know law unless specifically exempted under one of the Right-to-Know exemptions. In addition, only those emails that contain privileged communications would not be subject to discovery.

Email retention and disposal:

Email stored on official University systems will generally be preserved for no longer than 15 days after deletion by the email user. Log files associated with email messages which provide a record of actual email transactions, but not the email content, are generally preserved for no longer than 30 days. Email users storing messages on SRU servers often have the capability to "archive" email items to files. This effectively allows Users to save any email messages for any length of time. These retention and disposal guidelines do not apply to email archives and backups done by individuals.

Branding:

University email is a component of SRU’s overall branding strategy. A standard, consistent and clean email signature presents a more professional appearance for our brand. The signature is designed to maximize contact information while also promoting our Web site.

Signature Appearance:

The sruru.edu email signature represents your business address. Use only the information contained on the front of your business card – quotes and/or statements are not allowed. The standard email signature should appear as follows:
Your name in Bold Century Gothic, 10 pt font
Your title, in regular Century Gothic, 10 pt. font

Slippery Rock University
Official street address, Suite number
Slippery Rock, PA 16057
Direct line: Your direct phone number
Fax: Your office fax number (if applicable)
Cell: Optional.
www.sru.edu

University tag line (optional): EXPERIENCE THE DIFFERENCE

Printing email:

In the interest of sustainability, refrain from printing email unless it is necessary. Email printed from University computers should be in black type on a white background and utilize the approved font and point size (Century Gothic, 10 pt.)

Disclaimer

The University makes no warranties of any kind, whether expressed or implied, with respect to the University email services it provides. The University will not be responsible for damages resulting from the use of University email, including, but not limited to, loss of data resulting from delays, non-deliveries, missed deliveries, service interruptions caused by the negligence of a University employee, or by the user's error or omissions. The University specifically denies any responsibility for the accuracy or quality of information obtained through University email, except material represented as an official University record.

SANCTIONS

Improper use of computing systems, including email, as described in the Policies Concerning Computer Use (http://www.sru.edu/academics/iats/Policies/Pages/policy.aspx) is prohibited and may result in disciplinary action.

RESPONSIBILITY FOR IMPLEMENTATION

The president, vice presidents and the associate provost for ITAS or their designees are responsible for the implementation of this policy.

SCOPE OF POLICY COVERAGE

This policy covers all uses and users of SRU email. Any user of University e mail consents to all provisions of this policy and agrees to comply with all of the terms and conditions set forth herein, all other applicable University policies, regulations, and procedures, and with applicable local, state and federal laws and regulations.
Authority for creation and revision
Approved by University Cabinet: 10.8.12