



SUB-TOPIC
E-Mail Policy

Purpose

This policy is designed to ensure that students, faculty and staff at the University of Texas at Dallas (“UTD”) have a clear understanding of the appropriate use of the UTD’s E-mail systems and associated software tools.

Mandate and Authority

- Texas Department of Information Resources (DIR) document SRRPUB04 - Personal Use of E-Mail & Internet Services (<http://www.dir.state.tx.us/standards/srrpub04.htm>)
- University of Texas System BPM 53-02-96 (<http://www.utsystem.edu/bpm/53.htm>)

Guidelines

Generally, E-mail should be used only for legitimate UTD business; however, E-mail messages of a personal nature may be sent and received (similar to the personal use of UTD telephones). Use of the UTD E-mail systems is subject to the following conditions:

- Use of UTD’s E-mail systems is a privilege that can be revoked for any reason.
- Use of the E-mail systems must not violate federal or state law, U.T. System or UTD rules/policies; e.g., those related to the use of state-owned resources for personal gain.
- E-mail sent and received using UTD resources is not private and may be scrutinized by UTD administration or subpoenaed under Texas’ open records laws.
- E-mail stored on UTD mail servers is archived and may be restored, if necessary, before the expiration of the archival period.
- E-mail lists (e.g., FACULTY and STAFF) should be used only for UTD business to distribute information of general or need-to-know interest to the majority of faculty/staff.
- Employees should avoid the appearance of their personal statements being mistaken for UTD’s official policy, position or opinion.
- Personal E-mail should not impede the conduct of UTD business.
- Illegal use of racist, sexist, abusive or threatening language is prohibited.
- Use of UTD’s E-mail system to harass another person is prohibited.
- Personal use of UTD’s E-mail systems should not result in UTD absorbing any direct costs other than the general overhead of providing the E-mail system.
- Large E-mail messages (e.g., those with attachments) exceeding 20 MB in size, should not be sent to mailing lists (e.g., FACULTY and STAFF) or other large groups.



SUB-TOPIC

E-Mail Policy, Continued

- Encryption is required where the method and/or the contents of the transmission justify the use based on risk assessment, policy or law.

Faculty and Staff that consult or run private businesses may find the following guidelines for incidental use of UTD E-mail helpful:

- One can't control who calls/E-mails, so receiving E-mail from those with whom one consults or customers of one's private business, is allowed, as long as the volume doesn't become a drain on University resources. Under these circumstances, this use is considered incidental.
- It is not permitted to place a UTD office phone number or E-mail address on a private business card or web page, as UTD should not be publicly associated with the business.
- It is permitted to forward private, business-related phone calls/E-mails to a UTD phone/E-mail so long as the volume doesn't drain University resources and so long as there is no public association for UTD with a private business. Under these circumstances, this use is considered incidental.
- Business-related E-mail from a UTD E-mail address normally would imply a prohibited association in a manner different from an incidental use of a telephone; however, since E-mail in accordance with UTD rules places a minimal burden on UTD servers, it is acceptable to use UTD computers and mail servers for sending occasional business-related E-mails so long as the sender and "reply to:" field points to a non-UTD address.